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Personnel

**MAINTENANCE TRAINING**

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This instruction implements AFD 36-22, *Air Force Military Training*. It establishes procedures for Air Force maintenance training and provides a framework for developing training for aircraft, munitions, and missile. Use this instruction with applicable volumes in AFI 36-2201, *Air Force Training Program*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 37-138, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://afrims.amc.af.mil>.

**SUMMARY OF REVISIONS**

This AFI has been significantly revised and must be completely reviewed in its entirety. The following is a synopsis of the revisions: Defines the responsibilities of all positions in the chain of command that have an effect on individuals training. Guidance for Integrated Maintenance Data System. Expounds on the structure of the Maintenance Training Flight, the responsibilities of the Maintenance Training Flight Chief and the Maintenance Scheduling functions. Establishes new enroute training requirements. Maintenance Qualification and Special Programs, previously in AFI 21-101. Adds Master Course Code submission formats. Maintenance training policy for Comm-Electronics is removed from this AFI and will be included into AFI 36-2233 *Air Force On-the-Job Training Products for Communications-Electronics Enlisted Specialty Training*.

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## Chapter 1

### GENERAL

**1.1. Purpose.** Air Force Instruction (AFI) 36-2232, *Maintenance Training*, establishes training policy and procedures for personnel assigned to aircraft, munitions, and missile maintenance organizations throughout the Air Force.

**1.2. Objective.** Provide initial, upgrade, proficiency, qualification, recurring, and certification training needed by a technician to perform duties in their primary Air Force Specialty Code (AFSC). The overall capability of a maintenance unit depends on the state of training for personnel assigned. Training is essential to improving and sustaining unit capability and is one of the most important responsibilities of commanders and supervisors. When balancing resources, (e.g., aircraft, support equipment, facilities, tools, funding, personnel, etc.) maintenance training carries an equal priority with the operational training mission.

**1.3. Applicability.** This instruction is directive in nature and applicable to commanders, supervisors, Unit Training Managers (UTM), and personnel assigned to the Maintenance Group (MXG), maintenance squadrons, MTF, and other maintenance organizations throughout the Air Force.

**NOTE:** Certain sections of this AFI are not applicable to Air National Guard (ANG)/Air Force Reserve Command (AFRC), Intercontinental Ballistic Missile (ICBM), and Nuclear units. Organizations that do not have a Maintenance Training Flight (MTF) will complete skill level training in their individual work centers. Performance-based activities (contractors and Most Efficient Organizations (MEO) shall organize IAW AFI 38-203, *Commercial Activities Program*, and shall implement the organization required in accordance with their contract or management plan. Refer to MAJCOM instructions for further guidance, where applicable. Specific training requirements for Munitions, Nuclear and Missile activities are included in the appropriate 21-2XX series instructions.

**1.4. Equivalent Commanders.** Throughout this instruction, responsibilities for the Maintenance Group Commander (MXG/CC) are identified. For those units that do not align under an Maintenance Group (MXG), their appropriate commander is equivalent.

**1.5. Terminology.** When using this instruction, the following applies:

- 1.5.1. **Must** - Indicates a mandatory requirement.
- 1.5.2. **Will** - Indicates a mandatory requirement.
- 1.5.3. **Should** - Indicates a preferred or recommended method or option.
- 1.5.4. **May** - Indicates an acceptable or satisfactory method or option.

**1.6. Office of Primary Responsibility (OPR).** The MTF is the single point of contact for maintenance training within the MXG In Accordance With (IAW) applicable AFI 36-2201 volumes and this publication.

**NOTE:** The UTM or civilian equivalent will serve as OPR for those units without an MTF.

**1.7. AETC Training Detachment (TD)** (Not applicable to ANG/AFRC units). TD is the primary aircraft maintenance training agency on base. IAW AFI 65-601V1, *Budget Guidance and Procedures*, and AFI 25-201, *Support Agreements Procedures*, host wings will develop support agreements between suppliers and receivers of resources to document recurring day-to-day peacetime support. The Host-Tenant support agreement should address facilities, Operations and Maintenance (O&M) funding, administrative support, Government Vehicle (GOV) allocations; aircraft support equipment to include sustainment costs, and organizational/intermediate maintenance support of equipment beyond the TD capability.

1.7.1. Air Education and Training Command (AETC) TD will be utilized as the primary maintenance training resource at all bases with an assigned TD. The TD will not be responsible to conduct ancillary training. The MTF will develop courses and supplement training when the training requirements are beyond the capability and timely response of the TD. The MTF will not duplicate training provided by the TD.

**1.8. MAJCOM Mandatory Course List (MMCL)** (Not applicable to ANG/AFRC, and ICBM). Lead Commands will create a master list of all mandatory TD, MTF, and Advanced Distributed Learning (ADL) courses for each mission design series aircraft. MAJCOMs will conduct annual audits by reviewing monthly Status of Training reports to ensure all personnel identified to attend applicable MMCL courses complete those courses. Personnel will begin required TD courses within 180 days of assignment to the work center. ADL courses will be completed prior to taking the TD course they apply to or within 180 days of assignment to the work center, whichever comes first. If more than one TD course is required or the individual needs to complete an MMCL prerequisite, then the individual must start each subsequent course within 180 days of completion of the previous course or prerequisite.

1.8.1. MMCL courses are required for personnel in the following categories:

1.8.1.1. Recent technical school graduates, either entry level or retrainees, who perform maintenance in a sortie producing or backshop AFSC.

1.8.1.2. Personnel with no prior experience on assigned Mission Design Series (MDS) aircraft or who have not performed maintenance duty on the assigned MDS within the past 3 years.

**NOTE:** All master sergeants and above with less than 1 year experience on the assigned MDS, who supervise maintenance personnel, will complete the appropriate TD or ADL familiarization courses.

**1.9. Utilization of Training Courses.** Units will use AETC, TD, MTF and ancillary training courses for upgrade, proficiency, qualification, recurring, and Cross Utilization Training (CUT).

1.9.1. These courses will be used to the fullest extent possible.

1.9.2. Report unused allocations during the Status of Training (SOT) briefing.

**1.10. Class Cancellation Policy.**

1.10.1. TD classes with en-route, Temporary Duty (TDY), Air Reserve Component (ARC), or multi-phased students will not be canceled and will be supported by the host unit, unless approved by the wing commander.

1.10.2. Host unit personnel will not be removed from TD courses due to appointments, local exercises, or higher headquarters inspections, unless approved by the wing commander.

1.10.3. MXG/CC may cancel MTF classes during local exercises. The maintenance training operating instruction, developed by the MTF, will outline the cancellation policies for MTF classes.

1.10.4. Local students released from MTF/TD courses will report to their respective work centers.

**1.11. Curriculum Advisory Committee (CAC)** (Not applicable to ANG/AFRC, AFSOC and ICBM units). Use the CAC to investigate, analyze, and recommend the most cost effective and efficient method to satisfy training requests. The CAC will be composed of MTF's Development Element (Chairperson), UTM (as required), TD (as required), Subject Matter Experts (SMEs), applicable work center supervisors/section chiefs, and MTF OIC/Chief (Optional).

1.11.1. MTF Chief will conduct a CAC when:

1.11.1.1. Developing a new course.

1.11.1.2. Deciding which training agency should conduct requested training.

1.11.1.3. Revising 25-percent or more of an existing course.

1.11.2. The MTF can use a CAC to conduct reviews of MTF courses and TD courses when necessary.

**1.12. Advanced Distributed Learning (ADL)** (Not applicable to ANG/AFRC, AFSOC and ICBM units).

1.12.1. The MTF and Base Education Services Officer (ESO), OPRs for ADL, will establish a memorandum of agreement (MOA) concerning administering ADL in maintenance organizations. The MOA may be part of a larger host/tenant wing or group support agreement.

1.12.1.1. MOA will include as a minimum:

1.12.1.1.1. Scope of training courses provided by the MTF.

1.12.1.1.2. Facilitator support.

1.12.1.1.3. Equipment and facility support.

1.12.1.1.4. Distribution of course materials, schedules, and announcements.

**1.13. Cross-Utilization Training (CUT).** CUT training provides the unit internal flexibility by training individuals to perform tasks that are not in their primary AFSC. This training can offset periods of austere or low skill level manning. It also enhances combat capability by developing a pool of qualified personnel to draw upon during surges. Use care not to create a dependency upon CUT trained personnel for every task. CUT will never be a long-term fix or management solution for an AFSC shortfall. Ensure the training records of individual's receiving CUT are appropriately documented. NOTE: This guidance does not apply to Unmanned Aerial Vehicle (UAV) (Predator/Global Hawk) weapon systems or other weapon systems where Air Force approved maintenance philosophy dictates the merger of AFSCs.

**1.14. Block Training** (Not applicable to ANG/AFRC and ICBM units). Block training is a term used in the maintenance community to describe the type of format used for training. MTF uses this format to group training requirements into a single training session. Maintenance initial and refresher training are the most commonly conducted courses in the block-training format.



**1.15. Ancillary Training.** Accomplish according to governing directives. Make every effort to consolidate training requirements to reduce the impact on the mission.

**1.16. Training Overdues.** Individual recurring qualifications become overdue on the last day of the month in which recertification is due. When an individual is TDY, on leave, or incapacitated, that person need not be decertified provided the required training/evaluations are completed within 30 days of the member's return to duty, not to exceed 2 calendar months from original due date, unless specified by another authoritative reference.

1.16.1. Count personnel who go overdue for training (including those TDY, on leave and scheduled) as overdue on the SOT until trained.

**1.17. Air Force Engineering and Technical Services (AFETS) Management and Control.**

1.17.1. When necessary, use AFETS personnel for specialized systems/equipment training and integrate them within the MTF instructional effort.

1.17.2. Courses developed or taught by AFETS will be coordinated through the MTF to ensure courses meet curriculum standards.

1.17.3. Coordinate training requests conducted by AFETS/ Contractor Engineering and Technical Services (CETS) as listed in AFI 21-110, *Engineering and Technical Services*.

**1.18. Maintenance Training Operating Instructions.**

1.18.1. MTF will develop and publish a local training instruction or supplement to this and MAJCOM training instructions to specify local policies/procedures to include, as a minimum:

1.18.1.1. A waiver process to approve any deviation to the local instruction.

1.18.1.2. Testing and certification procedures.

1.18.1.3. Frequency and distribution of automated training products.

1.18.1.4. Personnel processing.

1.18.1.5. Procedures for requesting training.

1.18.1.6. Additional local procedures.

1.18.2. Ensure the MXG/CC signs and approves the instruction.

1.18.3. Review and update instruction annually.

**1.19. Waivers** (Not applicable to ANG units). All messages or letters requesting waivers to this instruction will include appropriate justification, coordination through MTF Chief (or equivalent), signed by the group commander, forwarded to the appropriate MAJCOM Maintenance Training Program Manager, and forwarded to HQ USAF/ILMM for approval unless otherwise noted.

**1.20. Status of Training (SOT) Briefing** (Not applicable to ANG/AFRC and ICBM units).

1.20.1. Frequency. MTF will provide a monthly and quarterly formal SOT briefing.

1.20.2. The Wing Commander will chair the quarterly and the MXG/CC will chair the monthly briefing.

1.20.3. Attendance. As a minimum, the following personnel will attend the monthly formal SOT briefing:

1.20.3.1. MXG/CC and Squadron Commanders.

1.20.3.2. MXG Superintendent.

1.20.3.3. MTF Chief, D&I Section Chief, Training Management Section Chief, and TD.

1.20.3.4. Maintenance Squadron Superintendents (MXS/SUPT), and Aircraft Maintenance Squadron (AMXS).

1.20.3.5. NCOICs, MTF Scheduling Element and Unit Training Manager Element.

1.20.3.6. UTM of each unit supported.

1.20.3.7. Invite the following personnel to attend:

1.20.3.7.1. Wing Commander and Command Chief Master Sergeant

1.20.4. Provide an e-copy of the briefing to each required participant prior to the formal briefing.

1.20.4.1. Use approved Maintenance Information System (MIS) to help develop the SOT briefing.

**NOTE:** Only an Air Force level approved MIS will be used to automate training as designated IAW AFI 21-101. The acronyms IMDS, Core Automated Maintenance System (CAMS), and MIS are synonymous as they apply to this AFI. The generic term MIS allows flexibility to associate with any automated information system currently used in the maintenance community and provides for other emerging systems that fall under the same MIS business rules. Maintenance units using G081 (CAMS for Mobility) will continue to use G081 until a maintenance enterprise training solution is developed.

1.20.5. SOT briefing contents:

1.20.5.1. Blade Blending.

1.20.5.2. Engine Run.

1.20.5.3. Borescope (AFSOC units are exempt).

1.20.5.4. Intake/Inlet/Engine Exhaust (AFSOC units are exempt).

1.20.5.5. Dedicated Crew Chief.

1.20.5.6. Hot Refuel (AFSOC units are exempt).

1.20.5.7. Deployment training (i.e., chemical warfare, self-aid buddy care, M-16/M-9).

1.20.5.8. For nuclear capable units: Percent of personnel task certified to support nuclear operations against criteria outlined in the MAJCOMs Maintenance Capability Letter (MCL).

1.20.5.9. Percent of Munitions (2W0) personnel Career Field Education Training Plan (CFETP) task qualified on greater than 70 percent of duty position contingency tasks identified in the munitions Master Task Listing.

1.20.5.10. TD Demand Response Rate. Divide the number of quotas requested total number from block 7b on AF Form 898, *Field Training Requirements Scheduling Document*, by the number allocated (total number of seats supported by the TD) and reflects the rate as a percentage. The percentage will not be above 100%.

1.20.5.11. TD Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from the TD, compute it by dividing the number of seats utilized, by the number of seats requested (for the reported month) and expressed as a percentage.

1.20.5.12. MTF Demand Response Rate. Divide the number of quotas requested for MTF conducted courses by the number allocated and reflect the rate as a percentage. The percentage will not be above 100%.

1.20.5.13. MTF Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from MTF, compute it by dividing the number of seats utilized, by the number of seat requested (for the reported month) and expressed as a percentage.

**NOTE:** MTFs should report lost training time IAW their MAJCOM instruction. Paragraph not applicable to ANG and AFRC units.

1.20.5.14. Training Effectiveness. Compute training effectiveness by dividing the number of originally scheduled personnel plus walk-ins, minus deviations, by the total number of quotas finally allocated. (Example: 100 originally scheduled + 5 walk-ins - 10 deviations, divided by 105 total quota allocations = 90% training effectiveness rate).

**Figure 1.1. Sample Training Effectiveness Computation.**

$$\frac{100(\text{scheduled}) - 10(\text{no-shows and non-utilized (non-utes)}) + 5(\text{walk-ins})}{100(\text{scheduled}) + 5(\text{walk-ins})} = \frac{95}{105} = 90\%$$

1.20.5.15. Off-station (TD) demand and response/utilization rate if applicable (off-station computed separately from paragraph 1.20.5.10.).

1.20.5.16. Upgrade Training Status. Reflect the status of upgrade training in the following format:

1.20.5.16.1. Total number in upgrade training by skill level.

1.20.5.16.2. Number of enlisted assigned and percentage of those qualified (training status code R).

1.20.5.16.3. Number in 5-level upgrade training by unit in the following format:

1.20.5.16.3.1. 0-15 months and percentage of those with task completion.

1.20.5.16.3.2. 16-24 months and percentage of those with task completion.

1.20.5.16.3.3. Over 24 months and percentage of those with task completion.

1.20.5.16.4. Number in 7-level upgrade training by unit in the following format:

1.20.5.16.4.1. 0-12 months and percentage completed 7-level School.

1.20.5.16.4.2. 13-23 months and percentage completed 7-level School.

1.20.5.16.4.3. Seven-level school backlogs.

1.20.5.16.5. Career Development Course (CDC) data for both the 5 and 7-skill level in the following format:

1.20.5.16.5.1. Number enrolled and number completed CDCs.

1.20.5.16.5.2. Number of CDC enrollments over 9 months.

- 1.20.5.16.5.3. Number of CDC examinations passed, examinations failed, CDC extensions, and CDC reactivations.
- 1.20.5.16.5.4. CDC pass rate and list failures by AFSC.
- 1.20.5.16.5.5. Identify those individuals who score 90 percent and above on their CDCs.
- 1.20.5.17. Overdue Training. Report total overdues by squadron. Report all overdues identified in MIS.
- 1.20.5.18. MMCL Backlog. Provide the total backlogs for each MMCL course, a 90 day projected student usage and overdues.
- 1.20.5.19. Interactive Multimedia Instruction (IMI) usage. To ensure visibility and promote usage, identify number of ADL courses on the MMCL, number of personnel backlog, enrolled, and number of courses completed.
- 1.20.5.20. Identify and discuss current and future training issues and concerns.
- 1.20.5.21. Special Experience Identifier (SEI) IAW paragraph 1.21. of this instruction.
  - 1.20.5.21.1. Identify number on station between 18 - 24 months without SEI.
  - 1.20.5.21.2. Identify number on station between 24 - 36 months without SEI.
  - 1.20.5.21.3. Identify by name those on station over 36 months without SEI.

**1.21. Aircraft/Munitions Maintenance Special Experience Identifier (SEI) Policy** (Not applicable to ANG/AFRC, ICBM and Nuclear units). Special experience identifiers are designed to identify personnel with special experience and rapidly identify maintenance resources to meet management objectives. The purpose of this policy is to improve the identification of experienced personnel, deployment/assignment equity, and maintenance capability. The objectives of this policy are to:

- 1.21.1. Measure unit and MAJCOM experience levels, and support appropriate management action to increase experience levels where needed.
- 1.21.2. Ensure maintenance personnel who have relevant hands-on experience on aircraft, engines, and associated equipment/LRUs are awarded all appropriate SEIs.
- 1.21.3. Ensure all maintenance personnel are rotated to SEI-coded duty positions where relevant hands-on experience can be acquired within 36 months of date arrived station.
- 1.21.4. Utilization and Training Workshops (U&TW). Aircraft/Munitions maintenance career field managers and MAJCOM functional managers will review SEIs in Air Force Manual (AFMAN) 36-2108, *Enlisted Classification*, for accuracy during U&TWs on maintenance AFSCs. Responsibilities:
  - 1.21.4.1. HQ USAF/ILMM/W are the OPRs for the Air Force.
  - 1.21.4.2. The maintenance staff functional manager is the OPR at MAJCOM level. MAJCOM functional managers will:
    - 1.21.4.2.1. Monitor the status of experience levels at each base/unit via analysis of the numbers of personnel possessing SEIs versus the total number of personnel assigned within the AFSC/program element code (PEC).

1.21.4.2.2. Identify, by name, those individuals assigned to a base/unit with more than 36 months Time On Station (TOS) and not awarded an SEI applicable to that base/unit. Provide this list to the MXG/CC/maintenance supervisor, superintendent for analysis/investigation.

1.21.4.2.3. Ensure positions are coded at MAJCOM or base level. Monitor the coding of positions. A recommended measurement is the total number of Unit Manning Document (UMD) positions vs. the number of SEI coded positions in a given AFSC.

1.21.4.2.4. Reporting procedures: MAJCOMs will provide a semi-annual report to HQ USAF/ILMM on 1 April and 1 October, summarizing the MAJCOM experience levels in each of the target AFSCs IAW specified reporting criteria. Reports will portray:

1.21.4.2.4.1. The total number of personnel by Controlled Air Force Specialty Code (CAFSC) who have been assigned to a SEI coded or uncoded position with TOS of 18-24, 25-36, and more than 36 months who do not have a unit relevant SEI awarded to any AFSC, will be reported IAW the format contained at the HQ USAF/ILMM aircraft maintenance website:

<HTTPS://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-AF-35>

In addition, provide specific reasons/logic for each individual without being awarded SEI and greater than 36 months TOS.

1.21.4.3. Maintenance Group Commander (MXG/CC).

1.21.4.3.1. Monitor the group experience levels as indicated by the number of assigned personnel with SEIs awarded versus the total number of personnel assigned within the AFSC/PEC.

1.21.4.3.2. Implement actions to ensure individuals with more than 24 months TOS without award of SEI complete all requirements before the 36 months TOS to preclude having to report those individuals to Air Staff.

1.21.4.3.3. Provide the reason why any assigned personnel with more than 36 months TOS has not been awarded a SEI resulting from assignment to a coded position, to the MAJCOM OPR. Provide the proposed date each of these individuals is anticipated to be awarded the applicable SEI.

1.21.4.4. The Maintenance Operations Officer (MOO)/Superintendent is the unit focal point for SEI management. Unit commanders/MOO/Superintendent will:

1.21.4.4.1. Assign personnel to authorized positions consistent with requirements, individuals grade, and skill level.

1.21.4.4.2. Ensure previously awarded SEIs are re-designated to newly awarded AFSCs during personnel upgrade actions.

1.21.4.4.3. Ensure individuals are awarded the assigned weapons systems SEI to an awarded AFSC when SEI awarding criteria contained in AFMAN 36-2108 has been met.

1.21.4.4.4. For multiple MDS units, initiate action to award additional relevant SEIs if/when an individual gains experience on additional MDSs. Award additional SEIs using AF Form 2096, *Classification/On-The-Job Training Action*, or P-series orders.

1.21.4.4.5. Ensure that those personnel with 18-24 months TOS, without an SEI applicable to the unit of assignment, and assigned to positions not coded with an airframe, engine, or sub-system SEI are rotated into positions where an applicable SEI may be earned and awarded.

1.21.5. Code UMD positions in the following manner:

1.21.5.1. Do not code Maintenance Operations Center (MOC), tool room, safety, vehicle NCOs, quality, or other staff/support functions with weapon system or engine SEIs.

1.21.5.2. MAJCOMs must ensure that only those positions where relevant hands-on experience can be gained are coded with the weapons system/engine-specific SEI based upon the following guidelines.

1.21.5.3. Code positions with the weapons system SEI: 2A0X1A/B, 2A3X1X, 2A3X2, 2A3X3X, 2A5X1X, 2A5X2X, 2A5X3, 2A6X3, 2A6X4, 2A6X5, 2A6X6, and 2W1X1 (including armament backshops).

1.21.5.4. Code positions with weapons systems/avionics systems as determined by the lead command for Mobility Air Force (MAF)/Combat Air Force (CAF), or HQ AFSOC: 2A0X1C/D.

1.21.5.5. Code positions with engine SEI where personnel can receive hands-on engine experience (flightline, Jet Engine Intermediate Maintenance (JEIM), and test cell): 2A6X1A/B.

1.21.5.6. Code positions with either weapons system or low observable SEI: 2A7X3.

1.21.5.7. Electro-environmental (2A6X6) and hydraulics (2A6X5) back shop positions will be coded with weapon system SEI where personnel can receive hands-on experience (flightline, cannibalization and phase/isochronal inspection docks).

1.21.5.8. Aerospace Repair (A/R) shops will be coded with the A/R SEI.

1.21.5.9. For units having positions on their UMD funded by another MAJCOM under a host/tenant or memorandum of agreement, the positions will be coded with the coordination/ approval of the funding MAJCOM.

1.21.5.10. MAJCOMs may code additional positions with appropriate SEIs with the concurrence of the MAJCOM functional manager.

1.21.6. Triggers. The trigger point is the point where MAJCOMs must review unit experience/manning levels for further action. MAJCOMs may develop their own trigger point, with justification, based on the total number of personnel assigned in the AFSC vs. the number of personnel holding a wing applicable awarded SEI. As a minimum, the experience baseline will be 60%. If experience levels in a specific AFSC fall below this point, MAJCOMs should consider steps to help alleviate the situation. These may include Temporary Duty (TDY), manning assistance, assignment availability codes, using SEIs in the overseas selection/returnee allocations cycle, when available, to direct people with the required SEI into a particular location, or command leveling using skill level, SEI, and time on station as the assignment selection criteria. Any request for assistance to AFPC will be accompanied by justification to include total personnel assigned in the AFSC, number of personnel in the wing holding an awarded, relevant SEI and the number of personnel with greater than 36 months time on station without an award of an SEI. Units with personnel on station longer than 36 months with no SEI awarded will have difficulty justifying their need for assistance.

**NOTE:** This trigger point does not affect or prevent SEI selection rates approved by MAJCOMs or AFPC through normal channels.

### **1.22. The Maintenance Training Advisory Group (MATAG):**

1.22.1. Purpose. HQ USAF convenes the MATAG periodically to provide a cohesive approach to improving readiness through better maintenance training. The MATAG reviews current maintenance training problems and successes, coordinates maintenance training initiatives, and advises the Air Force ILM on overall maintenance training programs. In addition, the MATAG:

1.22.1.1. Sets maintenance training goals and priorities.

1.22.1.2. Reviews training programs impacting maintenance, including ancillary training, and recommends changes to program OPRs.

1.22.1.3. Evaluates emerging training technologies.

1.22.2. Membership. Voting members of the MATAG include HQ USAF/ILMM, HQ USAF/ILMW, and each MAJCOM, Forward Operational Area (FOA), and Direct Reporting Unit (DRU) with maintenance training responsibilities. Other interested people may attend but may not vote. AFLMA, and AETC/DOOM will be an advisor to the MATAG.

**1.23. Training Continuity Books** (Not applicable to ANG/AFRC and ICBM units). Develop and maintain a training continuity book for every duty position in the MTF. Each book depicts procedures for accomplishing tasks associated with each duty position. Write continuity books to a standard that permits a newly appointed person to comply with existing policy and procedures with minimal assistance.

**NOTE:** Combine the MTF Chief duty position and Training Management Section Chief duty position tasks into one book.

**1.24. Unit Training Assessments (UTA)** (Not applicable to ANG/AFRC/ICBM units). The MTF is responsible to ensure every maintenance unit conducts a UTA every 18 months. These assessments will be conducted to make sure personnel are kept updated with changes in new core tasks or local supervisor supplemental task requirements added to the CFETP. The UTM serves as OPR for their respective unit and will conduct this review with assistance from work center supervisors.

1.24.1. As a minimum, UTM will review the Master Training Plan (MTP) and Master Task List (MTL), for the following:

1.24.1.1. Ensure most-current CFETP or change notice is posted.

1.24.1.2. Ensure any new core task or local supervisor supplemental task requirements are identified.

1.24.2. Workcenter supervisors will review individual training records in conjunction with the UTA to ensure they reflect the most current CFETP or change notice.

1.24.3. The UTA may be combined with the 18-month unit Staff Assistance Visit (SAV) required in AFI 36-2201, volume 3, Units using MIS Training Business Area (TBA) to document training do not have to comply with this requirement.

**1.25. Training Assessment Feedback** (Not applicable to ANG/AFRC and ICBM units). The MTF Chief serves as OPR for local administration for internal and Office of Collateral Responsibility (OCR) for external feedback:

- 1.25.1. Establish a feedback loop, in the maintenance training operating instruction, between the Quality Assurance Program (QAP) and the MTF that focuses on training deficiencies.
- 1.25.2. Ensure training feedback (internal and external) surveys are returned.
- 1.25.3. Report external survey (Graduate Assessment Surveys, Field Evaluation Questionnaires, Occupational Surveys, etc.) results in the SOT report/briefing.



## Chapter 2

### RESPONSIBILITIES

**2.1. General** (Chapter not applicable to ANG units). The commander is ultimately responsible for all maintenance training within the Group. Unit commanders and supervisors must ensure training programs are effective, efficient, and completed on time to meet mission requirements.

**2.2. Air Force Career Field Manager (AFCFM).** HQ USAF/ILMM, and HQ USAF/ILMW are the points of contact on maintenance training matters. The AFCFM will:

- 2.2.1. Provide Air Force-level maintenance training policy and guidance.
- 2.2.2. Conduct maintenance U&TWs IAW AFI 36-2201, Volume 5.
- 2.2.3. Determine maintenance training requirements and ensure implementation of training programs.
- 2.2.4. Identify core task, third-party certification, and other unique maintenance certification requirements.
- 2.2.5. Waive mandatory training requirements on a case-by-case basis.
- 2.2.6. Approve all CFETP changes that result from U&TWs, annual reviews, and functional requests.

**NOTE:** The single point of contact for ANG and AFRC waivers will be their respective command Logistics Group (A4) training managers.

- 2.2.7. Monitor maintenance technical training issues, e.g., Mission Ready Airman (MRA) program.
- 2.2.8. Represent maintenance training issues/concerns with other Air Staff directorates, Air Force corporate structure and other outside agencies.
- 2.2.9. Chair the MATAG.
- 2.2.10. Oversee automated training systems research, development and implementation.
  - 2.2.10.1. Review, validate, and approve additions, deletions, and changes to the MIS master course code table.
- 2.2.11. Coordinate Systems Training Plans (STP) with applicable MAJCOM OPRs.
- 2.2.12. Act as focal point for all maintenance SEI policy. Consolidate, review, and interpret semi-annual MAJCOM reports.
  - 2.2.12.1. Monitor and analyze SEI data within the maintenance career fields.
- 2.2.13. Act as the OPR for the A&P Certification Program that provides policy direction for administration of the program.

**2.3. Career Field Administrator (CFA).** The CFA is the functional system administrator for the Air Force approved MIS. The CFA is the AFCFM and or the contractor/delegated representative for each CFETP, AFJQS, and or Command JQS managed in MIS. The CFA will:

- 2.3.1. Ensure all CFETPs loaded in the system are the most current and accurate versions.

2.3.2. Act as single point of contact for problems related to functional data records for all career progression documents (CFETP, Air Force JQS, and Command JQS as applicable). The CFA will refer all software-related and technical problems to the Development & Fielding System Group and Operational Sustainment System Group (DFSG & OSSG) Field Assistance Branch (FAB).

2.3.3. Load and transcribe new CFETPs, Air Force Job Qualification Standard (AFJQS), Qualification Training Packages (QTP), and changes as directed by the AFCFM.

2.3.4. Ensure all applicable CFETP, Air Force JQS, and or Command JQS are reviewed during U&TW and/or MATAG annual meetings.

**2.4. Training Pipeline Manager (TPM).** The maintenance TPM (AETC/DOOM) is responsible for oversight of the development and execution of all formal aircraft maintenance, armament, and munitions training provided by AETC. The TPM will:

2.4.1. Co-chair all U&TWs with the AFCFM.

2.4.2. Develop plans to implement new training requirements for existing weapons systems and new weapons system acquisitions.

2.4.3. Ensure resources (manpower, equipment and funding) are available to support all maintenance training programs.

2.4.4. Manage AETC Ground Instructional Training Aircraft (GITA) fleet IAW AFI 21-101.

2.4.5. Manage maintenance MRA program.

**2.5. MAJCOM Maintenance Training Branch.** The MAJCOM Maintenance Training Branch/Section is the single point of contact on maintenance training matters within their command. They have the responsibility to:

2.5.1. Provide maintenance training policy and guidance to MTFs and UTM.

2.5.2. Evaluate and monitor all formal and MTF courses and programs.

2.5.3. Perform SAV at the group commander request or when training indicators warrant.

2.5.4. Validate and coordinate command, *Compliance and Standardization Requirements List (C&SRL)*, *Functional Inspection Guides (FIGs)* or *Unit Compliance Guides*.

2.5.5. Publish, manage, and interpret command maintenance training instruction.

2.5.6. Publish and maintain the MMCL.

2.5.7. Schedule and conduct the command maintenance training conference, if applicable.

2.5.8. Augment the Maintenance Standardization Evaluation Team (MSET), if applicable.

2.5.9. Chair Site Activation Task Force (SATAF) training working groups. This is a function of the lead command for a given weapons system.

2.5.10. Manage command future training requirements.

2.5.11. Manage command IMI, exportable, and distance learning training.

2.5.12. Manage Mission Readiness Training requirements for maintenance personnel.

- 2.5.13. Review and evaluate monthly SOT data from field units.
- 2.5.14. Coordinate with MAJCOM/DP on training and manning issues.
- 2.5.15. Coordinate and monitor en-route training.
- 2.5.16. Coordinate annual training requirements.
- 2.5.17. Attend Air Force and MAJCOM level conferences and workshops affecting maintenance training.
- 2.5.18. Coordinate on enlisted specialty training waivers with Air Force and command functional managers.
- 2.5.19. Approval/Concurring authority for Master Course Code inputs from within their command.

**2.6. MAJCOM Functional Manager (MFM).** The MFM establishes upgrade, continuation, and qualification training requirements for their field units and weapons systems for which the MAJCOM is designated as lead. The MFM will:

- 2.6.1. Support U&TWs with functional and subject matter experts.

**NOTE:** As the functional representative for their command, MFMs who attend U&TWs must have voting authority and authority to commit MAJCOM resources to support new training requirements.

- 2.6.2. Provide resources (manpower, equipment, and funding) to support new training requirements.
- 2.6.3. Coordinate on enlisted specialty training waivers and provide recommendation to AFCFM.

**2.7. Air Force Logistics Management Agency (AFLMA).** AFLMA attends the MATAG and conducts special studies on maintenance training issues as requested.

**2.8. Maintenance Group (MXG) Commander (or Equivalent).** MXG/CC will:

- 2.8.1. Ensure an orientation program is developed and conducted for all personnel newly assigned. As a minimum, topics must include unit mission, Aerospace Expeditionary Forces (AEF) vulnerability, tasking plans, supply procedures, FOD program, general flight line and work center safety rules, environmental issues, block training, corrosion control, Maintenance Standardization and Evaluation Program (MSEP) and product improvement procedures.
- 2.8.2. Organize the MTF (if applicable) IAW AFI 21-101 and this publication (see Figure 5.1.). Organize ICBM MTF IAW appropriate instruction.
- 2.8.3. Ensure the MTF is the single point of contact for maintenance training matters affecting the MXG.
- 2.8.4. Provide facilities to the MTF in support of maintenance training programs to include sufficient offices, classrooms, equipment, computer support and dedicated hangar space.
- 2.8.5. Ensure each newly assigned AFETS/CETS representative meets and confers with the MTF to discuss their role in maintenance training.
- 2.8.6. Provide highly qualified maintenance technicians to the MTF as assigned or attached instructors based on the training needs of the maintenance community.
- 2.8.7. Ensure aircraft/facilities (eg. launch facilities/missile alert facilities) are available for training.

2.8.8. Sign and approve AF Form 898.

2.8.9. Chair the monthly SOT briefing.

**2.9. Maintenance Operations Squadron (MOS) Commander.** MOS/CC will:

2.9.1. Provide the MTF sufficient monetary resources to sustain maintenance training operations and develop staff personnel to satisfy mission requirements.

**2.10. Squadron Commanders.** Squadron commanders will:

2.10.1. Establish and administer unit training programs IAW AFI 36-2201 and this publication.

2.10.2. Attend monthly SOT meeting .

**2.11. Workcenter Supervisors.** As a minimum, supervisors will:

2.11.1. Ensure training programs for their organization are established and administered IAW AFI 36-2201, AFI 21-101, AFI 21-114 *Maintenance Management Policy*, AFI 21-2XX, MAJCOM supplements to this instruction, and local training directives.

2.11.2. Identify all TD and MTF courses required for duty position qualification and review these requirements when training is updated as a result of MDS change or conversion.

2.11.3. Ensure duty related courses that apply to selected personnel within a workcenter are individually loaded into an automated system.

2.11.4. Review and validate training requirements in Air Force approved MIS at least semi-annually. (N/A to ICBMs)

2.11.5. Ensure training is identified and scheduled.

2.11.5.1. Coordinate all formal training, including scheduling changes, through the UTM.

2.11.6. Review and ensure all AETC/MTF graduate questionnaires are completed and returned to MTF as specified in the applicable training directive.

**2.12. Air Force Master Course Table (MCT) Manager:** The MCT Manager is the functional system administrator for the Air Force Master Course Code Table. The MCT Manager is the representative responsible for adding, changing, and deleting course code data from the MCT. The MCT Manager will:

2.12.1. Ensure that course codes loaded to the MCT are current and accurate on an annual basis for all course codes loaded to the table.

2.12.2. Maintain all change request documents for historical purposes to maintain table integrity.

2.12.3. Act as single point of contact for problems related to functional data/records stored within the MIS. The MCT Manager will refer all other software-related and technical problems to the OSSG Combat Support Systems Help Desk (CSSHD).

2.12.4. Ensure all applicable master course code requests are reviewed during U&TW and MATAG annual meetings.

## Chapter 3

### MAINTENANCE TRAINING DOCUMENTATION

**3.1. Introduction.** The purpose of this chapter is to provide training documentation and evaluation instructions that are unique to maintenance career fields.

#### **3.2. Training Documents.**

3.2.1. Use automated training documentation forms, CFETPs, JQS, and (QTP) in CAMS, IMDS or Air Force approved MIS when available.

3.2.2. Use AF Form 2426, *Training Request and Completion Notification*, or approved electronic form, to request training or record training completions. The electronic form must be mutually agreed upon by host wing MTF and TD.

3.2.2.1. The group commander is the final approval authority for all versions of the AF Form 2426.

3.2.3. Use AF Form 898 (not applicable to ANG/ARFC units), or approved electronic form, to manage, forecast, and request unit TD training requirements. Use this form to identify, prioritize, and request wing TD course requirements. MTFs and TDs supporting AETC units will use the AF Form 898 or electronic form for scheduling TD systems and associate courses. The electronic form must be mutually agreed upon by host wing MTF and TD. Units who use an electronic product must ensure all areas identified on the AF Form 898 are included.

3.2.3.1. This document, once approved, is a contract between the host wing and the AETC TD.

3.2.3.2. The group commander is the final approval authority for all versions of the AF Form 898.

3.2.3.3. Upgrade Training Waivers. See comprehensive guidance for training waivers in AFMAN 36-2108 and AFI 36-2101, *Classifying Military Personnel*.

3.2.3.4. Maintenance Training Flight coordinates training course control documents (CCD) dealing with explosive safety annually through the wing weapons safety office.

**NOTE:** The MXG/CC may delegate to the MTF Commander/Chief.

**3.3. Training Records.** As a minimum, training records will be kept on all personnel in military rank of TSgt and below as well as any other personnel in upgrade training or retraining. Additionally, documentation will be kept on all MSgts and above who perform maintenance on aircraft, missiles and associated equipment regardless of rank. Consideration should be given to tasks these people might be called upon to perform while deployed.

3.3.1. MSgts and above need only be certified on the "hands on" tasks they may normally be expected to perform. This does not have to include career field core tasks or local upgrade requirements unless they will be doing these tasks. An AF Form 623 (Air Force Training Record), Air Force Form 623a and CFETP will be used to provide a record of qualification. ARC may use CFEPT or MIS system to document training for MSgt and above.

3.3.2. There is no special requirement for development of a training record for individuals performing task certification only. ICBM maintenance organizations will follow training management requirements in AFI 21-2XX.

**3.4. Core tasks.** Core tasks, as identified in the specialty training standard (STS) portion of the CFETP, designate minimum on-the-job (OJT) training requirements for skill-level upgrade in an AFSC. MAJCOM Functional Managers, commanders, and supervisors may designate additional critical tasks as required for upgrade training. When designated, certify these critical tasks using normal core task certification procedures. As a minimum, certification on all AFCFM-directed core tasks applicable to the specialty must be completed for skill level upgrade. Exemptions:

3.4.1. Core tasks, which are not applicable to base assigned aircraft, missiles or equipment, are not required for upgrade (units are not required to send personnel TDY for core task training).

3.4.2. For units with more than one mission design (e.g., A-10) aircraft or missile system, upgrade trainees need only complete core tasks on a single MDS. MFM's, unit commanders, and or supervisors may require trainees to complete core task training on additional mission design aircraft or missile system, if desired. If some of these core tasks involve training in another unit on base, trainees must still complete all core tasks relevant to at least one mission design aircraft or missile system. These additional tasks will not be upgrade training requirements for the individual. All units are bound by the requirements in this instruction and will accommodate core task trainees from other units.

**3.5. Third-Party Certification of Core Tasks.** The latest revision to AFI 36-2201 significantly changed policy requiring third-party certification of CFETP core tasks. The new policy gives the AFCFM the authority to designate those core tasks that require third-party certification. AF/ILM does not require third-party certifications of core tasks in maintenance CFETPs (2AXXX, 2MXXX, 2PXXX, 2RXXX, 2WXXX). Maintenance tasks that are mission-critical or have a definite potential for personnel injury or damage can be documented on the Special Certification Roster (SCR) IAW AFI 21-101. Keep in mind, personnel will still have to be trained on all core tasks IAW with the specific CFETP prior to skill-level upgrade. In this case, the trainer will fulfill the role of both trainer and certifier, and the trainee will still have to demonstrate task proficiency to the go level before being signed off.

3.5.1. MAJCOMs, commanders, and workcenter supervisors still retain the option to designate critical tasks (core or non-core), not already tracked on the SCR, that require third-party certification. The goal is to delegate this authority to the lowest level. To designate a task as requiring third-party certification, circle the appropriate asterisk in the core task column on the STS portion of the CFETP in the master task list (MTL) and individual training records. If the task is not already designated as a core task, place just the circle at the appropriate location in the core task column.

## Chapter 4

### MAINTENANCE INFORMATION SYSTEMS (MIS) TRAINING BUSINESS AREA (TBA)

**4.1. Introduction.** Maintenance training is one of many CAMS and CAMS-For Mobility (G081) legacy applications that are being transformed into one of the Air Force approved MIS business areas. The proposed MIS design calls for six to seven new business areas to support wing level maintenance processes. The TBA satisfies one of these processes. MIS will enhance training management production by automating information contained in AF Form 623 (paper-based) record and legacy applications. This will increase readiness, and improve sustainability of Air Force weapon systems and equipment. Systems currently approved for use in training management are CAMS and G081. These systems are designed to facilitate training management for personnel in maintenance-related career fields. MIS use is mandatory when available. The MTF and or UTM are the Point of contact (POC) for functional administration of the MIS training component.

**4.2. Purpose.** The MIS TBA provides authorized users with ready access to training related information currently maintained in many different places and not readily accessible to those who need the information. TBA will allow users to:

- 4.2.1. Maintain configuration management of AFJQS, CFETP, and STS tasks.
- 4.2.2. Maintain configuration management of ancillary and special training courses.
- 4.2.3. Maintain workcenter MTLs and MTPs.
- 4.2.4. Maintain individual training records (AF Form 623).
- 4.2.5. Manage and track individual CDC enrollments.
- 4.2.6. Manage and track individual training courses and tasks.
- 4.2.7. Schedule and manage classes and events.
- 4.2.8. Forecast training shortfalls.
- 4.2.9. Predict Unit Type Code (UTC) training qualifications and shortfalls.

**4.3. Administration.** At wing level, the MTF and or UTM are the POC for functional administration of the MIS TBA. Users will submit trouble reports to UTM or MTF. The UTM will evaluate each trouble report to determine if the problem is software-related or related to lack of user knowledge/training. If the UTM cannot resolve the trouble report locally, he/she will forward it to MTF for resolution. If the MTF cannot resolve the trouble report, MTF will forward the trouble/change request to either the COI, CFA, or to the MIS FCB as applicable. Forward all training reports related to data/records in the system to the CFA. Additionally, maintenance UTMs will conduct the AF Training Course using the MIS TBA (when available).

**4.4. User Roles.** User roles will be assigned based on their position in the maintenance training continuum. At wing level, the MXG/CC will appoint a set number of individuals who will have authority to assign user level access/permissions in MIS TBA. The MXG/CC may delegate this authority to the MTF Flight Commander/Chief. At the MAJCOM and numbered Air Force level, the MAJCOM maintenance

training manager is the approval authority for setting roles and permissions. The AFCFM is the approval authority for setting roles and permissions at any other level. **Table 4.1.** identifies the roles established in MIS TBA:

**Table 4.1. MIS Training Business Area Key User Roles**

ECHELON		
Wing	MAJCOM/Agency	Enterprise
Commander	MAJCOM Functional Manager	Air Force Career Field Manager
Training Manager	MAJCOM Training Manager	Career Field Administrator
Quality Assurance (QA)	Role Manager	AETC Training Manager
Workcenter Supervisor		Training Pipeline Manager
Immediate Supervisor		Ancillary Course Manager
Personnel Manager		Enterprise Data Manager
Analyst		Formal School Crs. Manager
Flight Chief		
Unit Deployment Manager		
Certifier		
Trainer		
Trainee		
Programs and Mobility User		

**4.5. Community of Interest (COI).** The COI provides a process through which system users bring new requirements for validation and prioritization. All requested changes must be approved by this body prior to submission to the MIS FCB. COI membership includes the AFCFM (chair), MAJCOM maintenance training managers, HQ AETC/DOOM, AFCA/EVP, and HQ DFSG & OSSG/LR (advisory role only). The COI will evaluate change requests annually in conjunction with the MATAG. All change requests must be submitted to the MAJCOM maintenance training managers for consideration by the COI. The CFA will consolidate all MAJCOM change requests for presentation at the MIS FCB. The AFCFM may recommend out-of-cycle requests, on a case-by-case basis, when subject requests are of a mission-critical nature.

**4.6. Maintenance Information Systems (MIS) Functional Capabilities Board (FCB).** The MIS FCB provides a Portfolio Management (PfM) process through which COI, MIS users, legacy system Functional Review Boards, and respective MAJCOMs bring new MIS requirements for validation, scoring, and prioritization (only if a COI has not previously accomplished validation and prioritization). The MIS FCB is composed of voting representatives from each MAJCOM and is chaired by the PfM Manager (Air Staff, HQ USAF/ILMM). When requirements have been validated, scored, and prioritized by the MIS FCB, they are sent to the affected MIS Program Office, which in turn performs analysis and scope for each and processes them for MIS Configuration Control Board projection for inclusion into the MIS enterprise solution.



**4.7. Maintenance Information System (MIS) Configuration Control Board (CCB).** All requested changes to the MIS must be approved by the FCB prior to submission to the MIS CCB. CCB membership includes the MIS Program Manager (HQ DFSG & OSSG/LR chair), AFCFM, MAJCOM maintenance training managers, HQ AETC/DOOM, and AFCA/EVP. The CCB will evaluate change requests annually in conjunction with the MATAG. The CFA will consolidate all MAJCOM change requests for presentation at the CCB. The MIS Program Manager can approve out-of-cycle requests, on a case-by-case basis, when subject requests are of a mission-critical nature.

4.7.1. Automated AF Form 623s are approved for use in maintenance training management through AF-approved MIS only. See applicable user manuals for specific details.

**4.8. Master Course Codes (MCC):** The most current, Master Course Code list is available at:

<<https://www.gunter.af.mil/il/ilm/OSSG/CMS/ShowSection2.asp?section=Operations&name=Operations&v=/IL/ILM/OSSG/CMS/documents/Operations/Sustainment/IMDS/Subsystem%20Info/1%20-%20Personnel-Training>>

on the Consolidate Maintenance Systems (OSSG/LRM) web site under Personnel and Training Sub-Systems. This web page also contains supporting documents for: MCT Implementation Plan, MCT Prefix Guide, and an Excel Export of the MCT for users who have connectivity issues. Additionally, specific lists and usage instructions can be found in the applicable MIS and MIS user manuals. NOTE: This web page is subject to change without notice.

4.8.1. Master Course Code CCB. All requested changes to the IMDS Centralized Database (CDB) MCT must be approved by the configuration control board (CCB) prior to submission to the MCT Manager. CCB membership includes HQ IL/ILMM chair, appointed MAJCOM representatives, and HQ OSSG/LRM (advisory/current MCT Manager). The MCT Manager will consolidate all MAJCOM non-critical change requests for presentation to the CCB. The CCB will evaluate/approve/disapprove non-critical change requests annually in conjunction with applicable U&TW and MATAG.

4.8.2. Master Course Code Approval Process: Course additions, changes, and deletions identified as non-critical but time sensitive/critical: All aircraft related course code changes should go thru the Aircraft Lead command for concurrence on how that requirement is to be tracked Air Force wide. Preformatted request letters must be completed for each new request and forwarded to the MAJCOM representative for approval and submission to the MCT Manager. Immediate change requests of a critical nature may be routed for e-mail approval from the requesting MAJCOM POC, thru all other MAJCOM POCs to HQ AF/ILMM for immediate approval and processing. If approved, these requests will be sent to the AF MCT Manager for processing/implementation.

4.8.3. Master Course Code Waiver Process: AF/ILMM is the waiver authority for all local course codes to be used for local requirements tracking only. Local Requirements Tracking: Will be those requirements that only the submitting Unit/Base has a valid training requirement that must, by directive, be tracked in an MIS. This valid training requirement must not be applicable to any other Unit/Base/MAJCOM in order to be exclusively tracked locally. If it does apply to any other Unit/Base/MAJCOM then the requirement, if valid, must be submitted as an MCT request for all users to have access to. Requests for waivers must be submitted through your MAJCOM representative to AF/ILMM with full justification as to why the Unit/Base requires more local course codes than the preset limit of 20 per base established by HQ AF/ILMM. If disapproved, AF/ILMM will return submission with justification for disapproval.

**4.9. IMDS Job Qualification Standard Task Numbering:** Use the codes shown in [Table 4.2.](#) to load STS and JQS (Air Force and Command) into IMDS JQS Training programs as applicable.

**Table 4.2. - STS and JQS Code Numbers.**

LINE	Type of Standard	Authority	Numbers
1	STS	USAF	001-099.26.26
2	AF/Command JQS	USAF	100-249.26.26
3	AF/Command JQS	AFMC	250-324.26.26
4	AF/Command JQS	ACC	325-399.26.26
5	AF/Command JQS	PACAF	400-449.26.26
6	AF/Command JQS	USAFE	450-499.26.26
7	AF/Command JQS	AMC	500-549.26.26
8	AF/Command JQS	AFSPC	550-599.26.26
9	AF/Command JQS	AETC	600-649.26.26
10	AF/Command JQS	AFSOC	650-699.26.26
11	AF/Command JQS	AIA	700-749.26.26
12	AF/Command JQS	AFRC	750-799.26.26
13	AF/Command JQS	ANG	800-849.26.26
14	AF/Command JQS	Others	850-899.26.26
15	AF/Command JQS	Local	900-999.26.26

## Chapter 5

### MAINTENANCE TRAINING FLIGHT (MTF)

**5.1. General.** The MTF is an MXG-level agency organized as a centralized aircraft maintenance training function (**Figure 5.1**). However, UTMs should be physically located and conduct their daily duties in the unit(s) they support. All Maintenance Instructors (MI) and UTMs (AFSC 3S2X1) will be assigned to the MTF under the Maintenance Operation Squadron (MOS) for administrative purposes. The centralization concept provides economy of scale and standardizes maintenance training throughout the MAJCOM. UTMs will manage one or more squadrons (if necessary). The MTF consists of the Training Management Section and Development & Instructor (D&I) Section. These sections are subdivided into elements.

**NOTE:** Organizations that do not have a Maintenance Training Flight (MTF) will complete skill training in the individual work centers (or Equivalent Training Function). Performance-based activities (contractors and MEOs) shall organize IAW AFI 38-203, and shall implement the organization required in accordance with their contract or management plan. Chapter is not applicable to ANG/AFRC units. ICBM units will organize MTF IAW with appropriate AFI 21-2XX instructions.

5.1.1. The MTF is responsible for the functional management, utilization, control, and training of assigned 3S2X1 personnel. This structure provides the best possible environment to ensure the MTF can fulfill their responsibilities, support all MXG customer needs, and effectively manage, utilize, train and mentor assigned 3S2X1 personnel to be productive and progress within their career field. The overall responsibility for management of the MTF rests with the Flight Commander/Chief.

5.1.2. Coordinate with Programs, Scheduling & Documentation (PS&D) function and the production supervisor or MOO/SUPT for selecting training aircraft. The MTF shall forward training requirements in a monthly format (including configuration and time periods) to Maintenance Operation Flight (MOF) PS&D by the end of the second week of each month for inclusion in the monthly maintenance schedule. Training requirements must be updated weekly and forwarded to MOF and Aircraft Maintenance Unit (AMU) PS&D for inclusion in the weekly maintenance plan. The MTF is responsible for scheduled maintenance training aircraft (in conjunction with the AMU) to include maintaining aircraft forms and coordinating on- and off-equipment maintenance.

**NOTE:** UTMs assigned to support an AMXS should be located in the squadron, instead of AMU to ensure consistency across all AMUs.

### 5.2. Manning.

5.2.1. Supervision. The Flight Chief position should be an authorized AFSC 3S2X1.

5.2.2. Training Management Section. The Training Management Section Chief will be an authorized AFSC 3S2X1. The Non Commissioned Officer In Charge (NCOIC) of Scheduling and Training Manager Elements will be authorized AFSC 3S2X1s.

5.2.3. Development and Instructor Section. The Development and Instructor Section Chief should be the ranking individual assigned to the section. The Development Element NCOIC will be an individual holding an authorized AFSC 3S2X1, while the Instructor Element NCOIC should be the highest ranking assigned instructor.

**5.3. Training.** The MTF Chief will ensure squadron personnel (instructors and UTMs) are adequately trained to perform their duties. Periodically (recommended at 2 year point) rotate UTMs (3S2X1) to different duty positions or sections to gain experience. All individuals should attend applicable formal schools, and receive training in current and new technologies by other commands, services, and civilian institutions. MTFs must ensure adequate funding is programmed and budgeted to meet TDY and training needs, and conduct in-house training for assigned personnel on a regular basis.

**5.4. Maintenance Training Flight Chief Responsibilities.**

5.4.1. Serve as liaison between maintenance units and base training, and ensure skill-level upgrade and qualification training programs are conducted in accordance with AFI 36-2201.

5.4.2. Ensure squadron UTMs are designated in writing. Provide a copy of signed letter to respective unit commander and base training office. At the beginning of the month provide respective unit commanders a working schedule to include TDY, leaves, appointments, and in-house MTF training for assigned UTMs for the upcoming month.

5.4.3. Ensure MIS TBA is the only system for scheduling training, when implemented.

5.4.4. Act as the single point of contact for all training matters affecting the maintenance community, to include outside agencies. For example: Disaster Preparedness and TD.

5.4.5. Ensure timely submission of aircraft and support equipment requirements to MOF PS&D.

5.4.6. Ensure the SOT is produced and briefed monthly as outlined in paragraph [1.20](#).

5.4.7. Review and coordinate training requests identified on AF Form 898.

5.4.7.1. Ensure open seat allocations are provided to host TD not later than the 15th of each month.

5.4.8. Review MAJCOM formal courses, MTF class packages, and MI folders.

5.4.9. Monitor training conducted by AFETS and CETS personnel.

5.4.10. Manage the maintenance training program for international students, IAW AFI 36-2201.

5.4.11. Manage the MTF administrative functions.

5.4.12. Identify in writing a listing of personnel authorized to update IMDS/MIS; (paragraph [4.4](#)).

5.4.13. Interview and select individuals to serve as assigned or attached instructors.

5.4.14. Appoint a Consolidated Tool Kits (CTK) custodian(s) (primary and alternate), if applicable.

5.4.15. Establish procedures for the control and maintenance of aircraft ground trainers when assigned to the MTF.

5.4.16. Ensure local maintenance training operating instructions are developed.

5.4.17. Review QA summaries for training deficiencies or trends.

5.4.18. Coordinate on MTF Plan of Instruction (POI) prior to course validation.

5.4.19. Inform MAJCOM of training production requests such as video, Computer-Based Training (CBT), and IMI that cannot be supported locally.

5.4.20. Review and coordinate when appropriate on Host Tenant Agreements and MOAs.

- 5.4.21. Serve as the maintenance training POC for all SATAF and weapon modification issues.
- 5.4.22. Establish an MTF customer feedback program to provide continuous, measurable improvements and ensure training needs are being met.
- 5.4.23. Establish meaningful and effective in-house training program.
- 5.4.24. Establish procedures for controlling and maintaining visual information programs and associated equipment.
- 5.4.25. Ensure a newcomers orientation program is developed and conducted, familiarizing newly assigned personnel with wing maintenance activities. Topics should include unit mission, tasking plans, supply procedures, FOD program, general flight line and work center safety rules, QAP, and product improvement procedures. MAJCOMs may determine which organization will conduct this training.

## **5.5. Training Management Section Chief Responsibilities.**

- 5.5.1. Ensure a training plan is developed for UTMs and scheduling personnel.
- 5.5.2. Conduct informal work center visits to ensure UTMs are actively involved in their unit training program and performing duties outlined in AFI 36-2201 and this publication.
- 5.5.3. Determine which MIS products the UTMs are required to retain.
- 5.5.4. Ensure UTMs conduct SAV and UTAs IAW AFI 36-2201 and paragraph 1.24. of this instruction. An information copy of the results will be provided to MTF Chief and base training office.
- 5.5.5. Ensure the monthly scheduling meeting is conducted IAW paragraph 6.4.
- 5.5.6. Develop backup procedures in case of extensive (more than two days) MIS down time.
- 5.5.7. Ensure training completions and task qualifications are properly documented before being entered into the MIS TBA. The AF Form 2426, MAJCOM forms, and e-mails are acceptable source documents for this purpose.

**NOTE:** E-mails cannot be used for special certification items.

- 5.5.8. Ensure monthly maintenance training overdue report is produced and forwarded to the MTF Chief for coordination.

## **5.6. NCOIC, Unit Training Manager Element Responsibilities (Not applicable to AFSOC units).**

- 5.6.1. Ensure UTMs receive required training.
- 5.6.2. Ensure UTMs coordinate training requirements for their designated unit to include AETC or MAJCOM formal courses, TD, MTF, and ancillary training.
- 5.6.3. Coordinate with the scheduling element on matters affecting students attending courses.
- 5.6.4. Ensure UTMs manage and retain a copy of training products for their unit(s).
- 5.6.5. Ensure UTMs provide AF Form 898 inputs for the unit(s) they support.
- 5.6.6. Attend the monthly training scheduling meeting.
- 5.6.7. Assist UTMs and supervisors in managing the CDC program.

5.6.8. Ensure training entries are updated into MIS in a timely manner.

5.6.9. Coordinate requests for training conducted by AFETS or CETS with the NCOIC, Scheduling Element.

5.6.10. Develop continuity books for UTMs and NCOIC element duty position.

**5.7. Unit Training Managers (UTMs).** UTMs manage the training program for the commander according to this instruction and AFI 36-2201. The UTM is responsible to update all training requirements into the MIS at least twice weekly. Updates do not include events created by the MTF scheduler. The MTF Chief may authorize additional-duty training monitors to update work center requirements only, when directed in local training directive.

5.7.1. The UTM is responsible for assisting supervisors with skill-level upgrade, qualification, and formal training programs within the maintenance community. The UTM is the POC within the squadron for all training matters. UTMs will:

5.7.1.1. Coordinate with the MTF to obtain training beyond the squadron's capability.

5.7.1.2. Manage visual information (VI) products at the unit level.

5.7.1.3. Assist work center supervisors in preparing training session course outlines for training conducted within the work center.

5.7.1.4. Forward statistical data to MTF in a timely manner for input into the monthly SOT briefing.

5.7.1.5. Manage MIS training products, make timely distribution of these products, and ensure all products are accurate and current.

5.7.1.6. Ensure all work center training requirements have been loaded to MIS.

5.7.1.7. Provide unit inputs to the AF Form 898.

5.7.1.8. Manage and conduct SAVs and UTAs IAW AFI 36-2201 and paragraph 1.24. of this instruction. Also, provide a copy of the written report to the squadron commander, MTF Chief, and base training.

5.7.1.9. Ensure personnel changes are coordinated, IAW local instructions, with the scheduling section to prevent deviations.

5.7.1.10. Coordinate training no-show notifications through the appropriate work center to the unit commander.

5.7.1.11. Attend the unit and MTF staff meetings.

5.7.1.12. Provide the unit commander an SOT pre-brief.

5.7.1.13. Process personnel in/out during Permanent Change of Assignment (PCA), Permanent Change of Station (PCS), and TDY.

5.7.1.14. Forward all training policy correspondence and inquiries from the unit through the MTF Chief for review and approval before sending to higher headquarters.

5.7.1.15. Conduct quarterly training meetings and forward training meeting minutes to the MTF, workcenters, and the base training office.

5.7.1.16. Updates SCR roster after receiving proper coordination forms from Maintenance Superintendent.

## **5.8. NCOIC, MTF Scheduling Element Responsibilities.**

5.8.1. The Scheduling Element is responsible for scheduling all MAJCOM formal courses, maintenance, ancillary, MTF, and TD training for maintenance personnel. The Scheduling Element also manages the MIS training subsystem IAWAFCSM series manuals and this publication. The scheduling element will:

5.8.1.1. Manage the MIS training subsystem.

5.8.1.2. Load, change, or delete course codes as needed. This requirement is only applicable to the decentralized CAMS database. Once CAMS/MIS migrates to a CDB, changes to the master course code table will be limited to local codes only. All other changes will be made IAW paragraph 4.8. of this instruction.

5.8.1.3. Conduct and document annual review of all course codes for accuracy and validity. Once the Master Course Code Table is finalized in a central database and MIS is operational, annual reviews should be limited to local course codes only.

5.8.1.4. Coordinate requirements for the operation and maintenance of the training subsystem with Analysis Section.

5.8.1.5. Establish recurring product requests with Data Base Management. The MIS will automate this function.

5.8.1.6. As applicable, coordinate requests for training beyond the capability of the MTF with:

5.8.1.6.1. MAJCOM

5.8.1.6.2. TD

5.8.1.6.3. Local training providers

5.8.1.7. Publish monthly/weekly MTF/TD class schedules. Include type of training, date, time (start and end), and location. Provide schedule to Instructor Element NCOIC to coordinate required equipment.

5.8.1.8. Ensure ancillary training requirements are reviewed for the number of quotas requested and supported.

5.8.1.9. Ensure the monthly scheduling meeting is conducted IAW paragraph 6.4.

5.8.1.10. Establish, change, update, close or delete all required classes in MIS.

5.8.1.11. Ensure instructors receive a class roster before class start date.

5.8.1.12. Consolidate unit inputs for the AF Form 898 and submit the completed scheduling document to the Training Management Section Chief for review.

5.8.1.13. Submit request for TD TDY instructor assistance IAW AFI 36-2201 and this publication.

5.8.1.14. Develop a scheduling element continuity book.

**5.9. Development and Instructor (D&I) Section Chief Responsibilities** (Not applicable to AFSOC units). The D&I Section will develop, manage, and conduct standardized training for maintenance personnel. Courses curriculum will not duplicate curriculum in TD or other AETC training and education courses of instruction. The D&I Section Chief will:

- 5.9.1. Maintain an active interface with workcenter supervisors, TD, and the Scheduling Element.
- 5.9.2. Participate as a member of the CAC.
- 5.9.3. Ensure new training courses are prioritized when applicable.
- 5.9.4. Serve as OPR for development and control of written aircraft maintenance AFSC tests. Assign each test a control number and secure all tests. Tests may be automated. Control access to test materials and monitor test accountability. Tests associated with weapons load training are developed and maintained by the respective Weapons Standardization function. Ensure tests, maintained in the Development Element, are properly managed and controlled.
- 5.9.5. Coordinate with functional areas to ensure a comprehensive annual review is conducted and updates the test when required.
- 5.9.6. Ensure VI production requests for training materials are prioritized and processed.
- 5.9.7. Ensure necessary supplies, tools, equipment, classrooms, and personnel are available for scheduled MTF classes.
- 5.9.8. Ensure aircraft and support equipment requirements are identified to MOS PS&D and ready for training.
- 5.9.9. Should attend the daily maintenance scheduling/production meeting.
- 5.9.10. Review MTF class packages.
- 5.9.11. Periodically observe MTF classes for both student and instructor performance.
- 5.9.12. Participate in the selection of maintenance instructors.
- 5.9.13. Ensure folders are developed and maintained for each assigned and attached instructor. Conduct a review of those folders at least every six months.
  - 5.9.13.1. Review the instructor's task/academic evaluations.
  - 5.9.13.2. Ensure Maintenance Instructor Supervisor rotate back to parent organization after 36 months.
- 5.9.14. Attend the MTF monthly scheduling and SOT meeting.
- 5.9.15. Ensure a Technical Order (TO) file is established and maintained IAW TOs 00-5-1.
- 5.9.16. Develop procedures with QA to ensure mandatory student task evaluations are performed.
- 5.9.17. Request QA perform initial and recurring instructor personal (task) evaluations.
- 5.9.18. Ensure POIs are reviewed and forwarded to MTF Chief for tentative approval prior to course validation.
- 5.9.19. Review and approve instructor lesson plans every 15 months.
- 5.9.20. Develop continuity book for duty position and ensure books are developed for both Instructor and Development Elements.



5.9.21. Establish a log to track lost training time and instructor utilization in three categories, classroom time, duty related non-classroom time, and additional duties. Report both in the SOT.

**5.10. NCOIC, Development Element Responsibilities** (Not applicable to AFSOC units). The Development Element develops and manages CCD along with associated training materials to support MTF courses. The NCOIC of the Development Element will:

5.10.1. Ensure the Instructional Systems Design (ISD) process is applied to all training programs.

5.10.2. Perform a review of CCDs to include attached instructor courses every 15 months.

**NOTE:** Short tour locations review every 12 months.

5.10.3. Ensure an ISD project plan is used for MTF courses in development or revision.

5.10.4. Incorporate changes (as they occur) to CCDs that result from T.O. or publication updates as identified by the SME, course administrator, or CAC.

5.10.5. Submit recommended changes for TD courses to the TD commander/chief.

5.10.5.1. Requests will be coordinated through the MTF Chief and the MXG/CC.

5.10.5.2. New or revised TD Course Charts (CC)/Training Standards (TS) will be coordinated on an AF Form 1768, *Staff Summary Sheet*.

5.10.6. Coordinate course development with the using work centers, SME, and other coordinating agencies.

5.10.7. Establish an ISD project status board or automated product to monitor course development, coordination, and status.

5.10.8. Inform MTF Chief of training requests for IMI products such as, video and Computer-Based Training (CBT).

5.10.9. Ensure new training courses and VI program requirements are prioritized.

5.10.10. Manage the MTF VI equipment.

5.10.11. Maintain a master CCD file for courses taught by the maintenance community.

5.10.12. Develop and maintain a course catalog.

5.10.13. Manage MTF testing program.

5.10.14. Chair each CAC.

5.10.15. Ensure course validation is completed prior to course implementation.

5.10.16. Develop a continuity book for the duty position and all associated positions.

**5.11. NCOIC, Instructor Element Responsibilities** (Not applicable to AFSOC units).

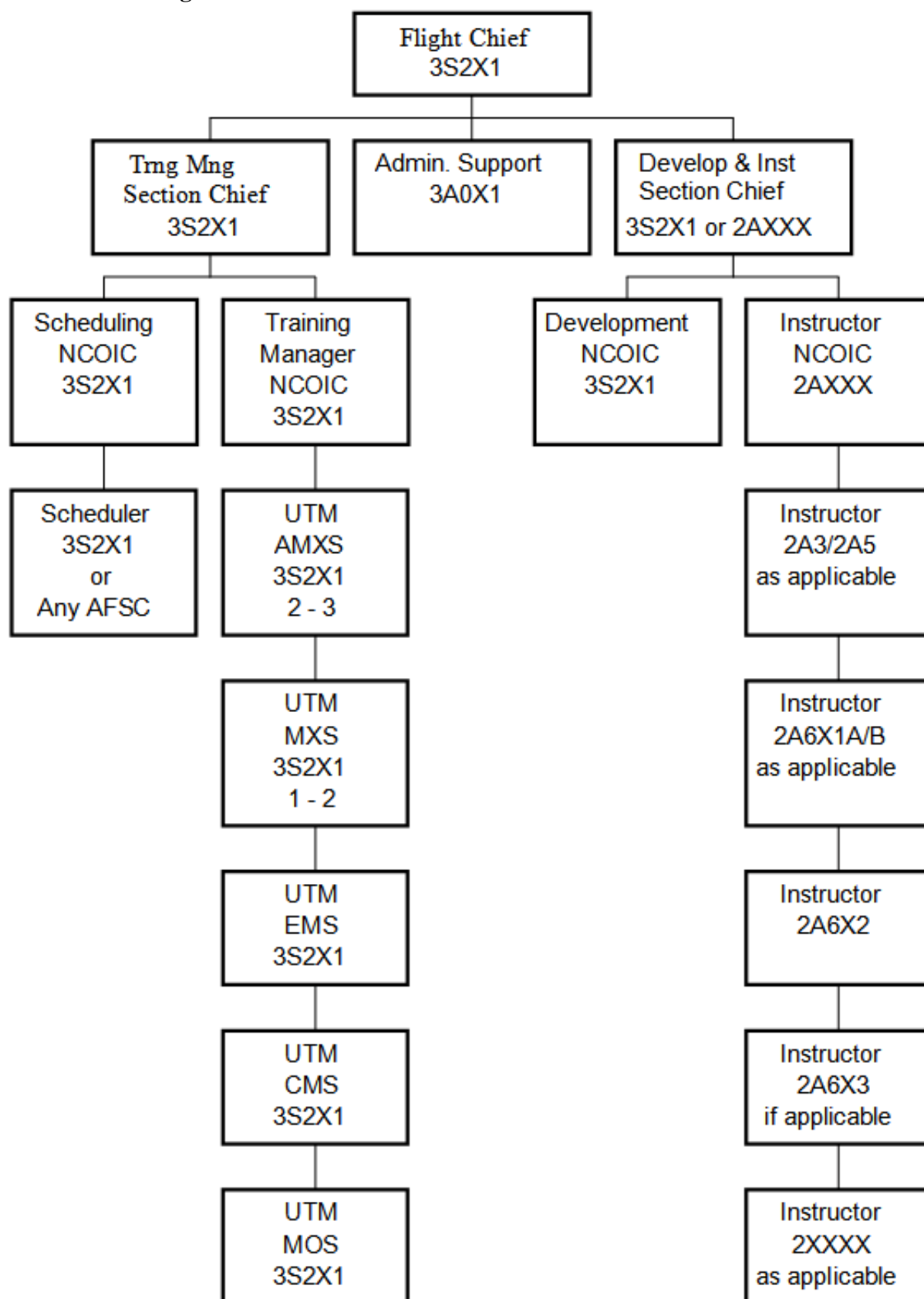
5.11.1. Ensure instructors use approved and current CCDs.

5.11.2. Provide inputs to training schedules and reports, as required.

5.11.3. Obtain necessary supplies, tools, equipment, and aircraft for MTF courses. This is a joint TD and MTF effort when supporting AETC courses.

- 5.11.4. Ensure availability of instructors to meet the MTF class schedule.
- 5.11.5. Annotate task qualification items identified in the POI on each student's CFETP, to include AF Forms 797s, *Continuation of Training*, IAW AFI 36-2201, Volume 3.
- 5.11.6. Ensure MIs develop personalized lesson plans for each course.
- 5.11.7. Record and report lost training time daily to the D&I Section Chief.
- 5.11.8. Monitor student performance and take corrective action as necessary.
- 5.11.9. Brief the D&I Section Chief, the applicable UTM, and the immediate supervisor, as required, whenever student's progression is substandard.
- 5.11.10. Ensure instructors administer and control tests.
- 5.11.11. Ensure instructors follow the approved POI when teaching.
- 5.11.12. Ensure instructors issue training deficiency reports, when required.
- 5.11.13. Develop a continuity book for the duty position and all associated positions.

Figure 5.1. MTF Organization Structure.



## Chapter 6

### MTF SCHEDULING FUNCTION

**6.1. General.** This chapter identifies guidelines used to schedule maintenance personnel for training in the MXG. Individuals assigned to this duty position in the MTF will use these key processes and procedures to ensure scheduling across the MXG remains efficient, consistent, and effective. ICBM units will manage and schedule training IAW with appropriate AFI 21-2XX instructions.

**NOTE:** This chapter does not apply to ANG/AFRC Units or Organizations that do not have a MTF. These maintenance organizations will follow scheduling procedures established by their MAJCOM, FOA, Wing or Equivalent MXG leadership.

#### **6.2. MTF Scheduling Process.**

- 6.2.1. Distribute quota request forms to UTMs for TD, ancillary, MTF, and AFETS training.
- 6.2.2. Conduct the monthly scheduling meeting IAW paragraph 6.4.
- 6.2.3. Collect, consolidate, and verify unit inputs for the AF Form 898, ancillary, MTF, and AFETS requests.
- 6.2.4. Submit consolidated quota requests to appropriate training providers.
- 6.2.5. Collect class dates from training providers and build classes in the MIS.
- 6.2.6. Publish weekly MTF/TD class schedules as locally prescribed and monthly MTF/TD class schedules no later than the 20th calendar day of the month.
- 6.2.7. Provide class rosters to training providers three duty days prior to the class start date and request training attendance data upon completion. Collect and update class rosters from local training agencies NLT two duty days after course completion.
- 6.2.8. Notify UTMs of class deviations and maintain data for the SOT briefing.
- 6.2.9. Send TD open seat message (may use fax/email capabilities) to all MAJCOMS with applicable MDS units. Identify all open seats by MDS, course title, class dates, and course number to the corresponding MDS units Not Later Than (NLT) the 20th of each month.
- 6.2.10. Update all training classes scheduled by the MTF.

**6.3. Maintaining Scheduling Files.** As a minimum, maintain the following items for 1 year unless stated otherwise:

- 6.3.1. Class rosters.
- 6.3.2. Messages and email traffic pertaining to training assistance and policy changes.
- 6.3.3. Monthly training documentation (e.g., forecasts, AF Form 898s, training schedules, etc.).
- 6.3.4. Deviation letters (e.g., no-show letters, course cancellations, etc.).
- 6.3.5. Course code documentation (additions, deletions, and changes) – until no longer applicable.
- 6.3.6. MIS products – until no longer applicable.

#### **6.4. Monthly Training Scheduling Meeting.**

- 6.4.1. Conduct meeting by the 10th duty day of each month.
- 6.4.2. Use the meeting to review and project training requirements, schedules, capabilities, and mission impacts, to include TD, MTF, AFETS, and ancillary training issues. Meeting topics will include, but are not limited to the following:
  - 6.4.2.1. Review the AF Form 898 with emphasis on satisfying priority backlogs.
  - 6.4.2.2. Initiatives to reduce course backlogs/overdues identified in MIS.
  - 6.4.2.3. Impacts on training due to mobility exercises, local deployments, surges, higher headquarters visits, etc.
  - 6.4.2.4. Training Detachment's ability to satisfy training demands (TDY commitments, conversion support requirements, manning shortfalls, instructor qualifications, etc.).
  - 6.4.2.5. Identification of aircraft and support equipment availability for training.
  - 6.4.2.6. Instructor availability.
  - 6.4.2.7. En-route student training demands.
  - 6.4.2.8. Review ancillary training (i.e., M-16, CWDT to include AFSC specific Counter Chemical Warfare Training) allocations and changes.
- 6.4.3. Attendees will include, but are not limited to the following personnel:
  - 6.4.3.1. Training Management Section Chief.
  - 6.4.3.2. Unit Training Managers.
  - 6.4.3.3. NCOIC, Instructor Element, or a representative.
  - 6.4.3.4. TD scheduler.
- 6.4.4. Publish and file meeting minutes and provide copies to the MTF and TD Chiefs and all attendees.
- 6.4.5. AF Form 898. This form provides for the prioritization of MAJCOM demands to ensure critical TD training requirements are identified and met. All MTFs and TDs supporting field units will use the AF Form 898 for scheduling TD systems and associate courses.
- 6.4.6. Each MTF will freeze their TD schedule from the 16<sup>th</sup> through the 28<sup>th</sup> of each month to resolve unsatisfied training demands. No additional students will be scheduled during this period without MTF approval. After the 28<sup>th</sup> day of each month, the MTF can then request additional class seats from TD.

#### **6.5. Priority Backlog Management.**

- 6.5.1. Screen all TD training backlogs for each course to ensure they are realistic and valid.
- 6.5.2. Verify the training demand for each course is valid and supportable by the work center.
- 6.5.3. Send the completed AF Form 898 to the TD by the 10th calendar day of each month.

**NOTE:** TD schedules requested courses (priority courses first) and returns the AF Form 898 to the MTF by the 15th calendar day of the month.

6.5.4. Solve priority backlogs with TD to the maximum extent possible. Consider the following local alternatives, as a minimum, to aid backlog reductions:

6.5.4.1. Temporarily increasing instructor-student ratios.

6.5.4.2. Adjusting class start dates.

6.5.4.3. Temporarily adjust hours taught each day.

6.5.4.4. Add shifts based upon instructor and student availability.

6.5.4.5. Obtain training from another command supported TD (MTF-to-MTF). The following procedures and responsibilities apply when requesting this training:

6.5.4.5.1. The MTF requesting open seats will contact the host MTF, by message/fax/e-mail, to request open seats and supply the name, rank, and SSAN, of attendees by the 25th of each month.

6.5.4.5.2. Host MTFs will confirm, by message/fax/e-mail, training availability to the requesting MTF and provide class start and graduation dates, number of quotas, reporting instructions, and billeting confirmation number.

6.5.4.5.3. Once training confirmation is received from host MTF, forward TDY-to-school request to [982TRG.TDY2S@sheppard.af.mil](mailto:982TRG.TDY2S@sheppard.af.mil) to request orders. Be sure to CC the MAJCOM Maintenance Training Branch and host MTF scheduler (paragraph 6.7.).

## **6.6. Requesting AETC Mobile Training Team (MTT) and TDY Instructor Assistance.**

6.6.1. Submit by message/fax/e-mail from the MTF scheduler to their MAJCOM maintenance training POC NLT 90 days in advance of requested class start date and include the following information:

6.6.1.1. Complete course title(s) and course number(s) the TDY instructor will teach.

6.6.1.2. Statement that capability to instruct this course (course for which instructor is being requested to teach) does/does not exist at the host TD or why host TD instructor is not available if applicable.

6.6.1.3. Number of students confirmed for requested training.

6.6.1.4. Statement that adequate training facilities and necessary equipment and technical data to support training are/are not available.

6.6.1.5. A primary and secondary time frame when the training should start.

6.6.2. MAJCOM POC will contact 982 TRG, Weapon System Training Manager, Sheppard AFB, TX.

6.6.3. Once 982 TRG confirms the TDY, the TD instructor projected for the TDY will contact the MTF/TD scheduler to confirm training dates and special equipment requirements.

## **6.7. Obtaining Funding for TD (TDY-to-School) Courses**

6.7.1. AETC, 982 TRG will pay all travel and per diem cost for students attending off station TD courses. Except for ANG/AFRC, the MTF scheduler sends a request for funding by message/fax/e-mail to 372 TRS/TXFR, NLT 30 days prior to class start date with the following information:

**NOTE:** Authorization for a special conveyance (i.e., rental car) is a parent unit responsibility.

- 6.7.1.1. Name and rank of traveler.
- 6.7.1.2. SSAN of traveler.
- 6.7.1.3. Duty phone and squadron traveler assigned.
- 6.7.1.4. Name, rank, duty phone and fax number of the MTF scheduler that is submitting and tracking the request.
- 6.7.1.5. Course number(s) and course title(s).
- 6.7.1.6. TDY location.
- 6.7.1.7. Class start date.
- 6.7.1.8. Class completion date.
- 6.7.1.9. Mode of travel (e.g., commercial air or Private Owned Vehicle (POV)).
- 6.7.1.10. Confirmed billeting accommodations (on/off base).
- 6.7.1.11. Estimated travel cost.

**NOTE:** If an individual cannot attend the TD course after the name(s) are submitted and a fund cite has been provided, notify 373 TRS/TXFR and MAJCOM maintenance training branch As Soon As Possible (ASAP) so the appropriate changes can take place.

## Chapter 7

### EN-ROUTE TRAINING

**7.1. General.** The En-Route training program provides individuals with mission essential training needed to meet the requirements of an assignment to short or long tour locations. En-Route training for long tour location is only authorized if specific courses are not available at that location (short tour locations will receive priority status over long tour assignments).

**NOTE:** IAW AFI 36-2110, en-route training is not authorized during intra-theater assignments. This chapter does not apply to ANG/AFRC and ICBM Units.

**7.2. Establishing New En-Route Training Requirements.** Each year units must submit through the annual screening process an AF Form 3933, *MAJCOM Mission Training Request*, through the MTF, to the parent MAJCOM to meet future en-route requirements, IAW AF/DPP Mission Readiness Training (MRT) guidance in AFI 36-2201.

**7.3. Establishing Sequential En-Route Requirements.** Each year, units submit requirements during the AF/DPP MRT annual (data call) process. Submit requirements through the local MTF to the MAJCOM Training Branch.

**7.4. Factors to Consider When Scheduling En-Route Training.** The Assignment Gains Roster (or an automated product used to identify inbound personnel) is available from your local Military Personnel Flight (MPF) or your unit.

7.4.1. Initiate training requests at the beginning of the assignment cycle. Training requests initiated within 90 days of Military Personnel Flight (RNLTLD) are considered late.

7.4.2. Supervisors will use the following factors as a minimum in determining a person's qualifications:

7.4.2.1. Training history (listed by three-digit, Personnel Data System (PDS)) code. (Translations for PDS codes are listed in Education and Training Course Announcements web page).

7.4.2.2. Member's duty history.

7.4.2.3. SEI.

**7.5. Canceling En-Route Training Request.** When it is determined that an En-Route training requirement no longer exists, the MTF will notify the command functional training manager and cancel the requirement.



## Chapter 8

### MAINTENANCE QUALIFICATION PROGRAM (MQP)

**8.1. General.** Qualification training is ongoing, providing adequate skills to accomplish all maintenance tasks required. Each MAJCOM will develop and implement a MQP to achieve maintenance qualification training IAW AFI 36-2201. MQP training should be conducted in a controlled environment that is not in competition with sortie production. MTF, TD, and ADL courses can all be used to satisfy local training requirements. All MAJCOM MQPs will incorporate a similar phased training process that meets the intent of processes identified in this chapter.

**NOTE:** This chapter does not apply to ANG, AFRC and AFSOC Units. Specific qualification requirements for munitions, nuclear and missile activities are included in the appropriate AFI 21-2XX and AFI 21-114 series instructions and MAJCOM supplements.

#### **8.2. Phase I, Inprocessing, Maintenance Orientation and Maintenance Refresher.**

8.2.1. Inprocess to base, wing, squadron, and unit training/MTF.

8.2.2. Maintenance Orientation: Personnel will attend orientation within 60 days after arrival.

8.2.3. Maintenance Refresher: This is recurring training conducted as a follow-up to the maintenance orientation.

#### **8.3. Phase II, Continuation Training (CT).**

8.3.1. Continuation training is a structured training phase that standardizes specific AFSC training requirements. It consists of four sub-phases (Multiphase, MAJCOM Mandatory, Freeflow, and Maintenance Qualification Training). It is designed to provide task oriented hands-on training. Phase II enhances and complements initial skills training by providing hands-on weapon system training and experience. It is designed to train personnel to perform maintenance task unsupervised and unassisted. Continuation training courses should provide a smooth learning transition while providing a logical building block approach for job qualification.

8.3.1.1. Phase II training can be used to supplement OJT and to provide skill-level upgrade, qualification, CUT, or familiarization training. Phase II students are attached to the MTF and TD during training, but are officially assigned to their respective gaining organizations.

##### **8.3.2. Multiphase Students.**

8.3.2.1. The term Multiphase identifies students who must complete AETC resident training and a follow-on TD AFSC-awarding course. Students are automatically scheduled for the AFSC-awarding course by 982 TRG at Sheppard Air Force Base (AFB).

8.3.2.2. Students arriving at their end assignment should in-process as much as possible before the class starts. Obtaining a line badge should be the first priority.

8.3.2.3. The squadron commander may allow Multi-phased students to return to the organization following the normal TD training day IAW AFI 36-2201. Students may be trained on tasks such as posting technical orders, support section functions, and other related items.

8.3.2.4. Senior maintenance personnel will establish procedures to closely monitor these individuals. Constant supervision will be required since these personnel may not be sufficiently trained or aware of hazards associated with maintenance tasks.

#### 8.3.3. MAJCOM Mandatory Courses:

8.3.3.1. The MMCL will be used to determine mandatory aircraft maintenance courses. All entry level Airmen Basic through the grade of Master Sergeant (7-level), who perform maintenance in a sortie producing and backshop AFSCs, are required to attend mandatory courses as identified in the course listing.

8.3.3.2. The MTF and unit training manager will ensure personnel are scheduled to attend MMCL courses within 180 days (if course prerequisites are met) of assignment to squadron. If more than one course is required, the individual must begin each subsequent course within 180 days of completion of the previous course. When personnel cannot be immediately entered into a TD course, the unit should schedule them for in-processing appointments or ancillary training. Any exceptions to this paragraph will be noted in the MMCL.

8.3.3.3. Phase I requirements will not interfere with students attending Phase II training courses.

#### 8.3.4. Freeflow students:

8.3.4.1. Freeflow training is for personnel who are changing MDSs or who have not performed maintenance duty on the assigned MDS within the past 3 years.

8.3.4.2. Personnel who are changing from one weapon system to another will attend the appropriate MMCL and MQT courses.

8.3.4.3. All master sergeants and above with less than 1 year experience on the assigned MDS, who supervise maintenance personnel, will attend the appropriate TD familiarization course, if available.

8.3.4.4. The MXG/CC may waive TD freeflow course requirements.

8.3.4.5. Requests for waiver will be initiated by the squadron commander and forwarded to the MTF. The MTF Commander/Chief will forward recommendations to the MXG/CC for approval/disapproval. Waiver requests will contain individual's name, rank, primary AFSC, duty position, course to be waived, and a full justification of the request.

8.3.4.6. When a waiver is approved, the MTF scheduler will file a copy of the letter and forward the original to the squadron through the UTM. The UTM will update the individual's automated training record using course status code "W".

8.3.5. Maintenance Qualification Training (MQT). MQT consists of academic and practical hands-on training courses that complement AETC TD/MRA courses. MQT courses will not duplicate any 3c level task or behavioral objective that is taught by AETC or which requires the student to perform to a certified level (i.e., without error, without assistance, 80-100 percent accuracy, etc.).

8.3.5.1. MQT students are attached to the MTF for training, but are assigned to their gaining organization. Students will complete all 3c task items from the course control documents at least once. MQT students will not be sent to the flightline until they are qualified on required tasks. Students who fail to achieve course objectives may be required to repeat all or part of the course. The

squadron commander may remove a student from the MQT program for unsatisfactory progress. This individual will receive supervised OJT in their work center.

8.3.5.2. The MTF will assess the need for MQT courses for graduates of MRA programs. If needed, a formal training program should be developed and implemented that teaches differences between assigned aircraft and training aircraft.

#### **8.4. Phase III, Special Qualification Training (SQT).**

8.4.1. SQT is any training program that does not fall under any other phase of MQP.

8.4.2. SQT programs may apply to all personnel in a workcenter or only to those personnel assigned to a special duty. Examples of SQT courses are listed below:

8.4.2.1. Engine Run Training Program.

8.4.2.2. Test Cell Operation.

8.4.2.3. Forms Documentation.

8.4.2.4. Dedicated Crew Chief Program.

8.4.2.5. Crash Recovery Training.

8.4.2.6. Hot Pit Refuel.

8.4.2.7. Borescope Training.

8.4.2.8. Chafing Awareness Training Program.

8.4.2.9. MIS Training.

8.4.2.10. Aerospace Ground Equipment (AGE) Operator Training Program.

8.4.2.11. Engine Blade Blending Training and Certification.

8.4.2.12. MAJCOM Mandatory Courses.

8.4.2.13. Maintenance Officer Training Program, if taught by the MTF.

8.4.2.14. Cardiopulmonary Resuscitation (CPR) and Self-Aid Buddy Care, if taught in the MTF.

8.4.3. SQT will not duplicate AETC training available locally.

## Chapter 9

### SPECIAL PROGRAMS

**9.1. Air Force Airframe and Powerplant (A&P) Certification Program.** Air Force aircraft maintenance technicians are eligible, and encouraged, to pursue Federal Aviation Administration (FAA) A&P certification based on documentary evidence of 30 months practical aircraft maintenance experience in airframe and powerplant systems per Title 14, Code of Federal Regulations (CFR) Part 65- *Certification: Airmen Other Than Flight Crew Members*; Subpart D-Mechanics. The Joint Service Aviation Maintenance Technician Certification Council (JSAMTCC) standardized the certification eligibility process throughout the DoD and provide necessary direction on ways to identify and fill training gaps to ensure technicians meet FAA eligibility requirements. Completing the Air Force A&P Certification Program Qualification Training Package (QTP) will assist technicians to meet FAA requirements and prepare them for the FAA exams. The program also assists technician's professional development by receiving/gaining training and experience in a broad range of aircraft systems, maintenance practices and skills. The program is approved by the FAA Flight Standards Service-Aircraft Maintenance Division (AFS-300) and is incorporated in FAA Order 8300.10, *Airworthiness Inspector's Handbook*.

#### 9.1.1. Responsibilities:

9.1.1.1. The HQ USAF/ILMM AFCFM is the OPR for the Air Force A&P Certification Program and provides policy direction.

9.1.1.2. The Chief of Licensure and Certification Programs at the Community College of the Air Force (CCAF/DFAL) is the Program Director for the Air Force A&P Certification Program and has management/administration authority.

9.1.1.3. CCAF/DFAL will ensure CCAF maintains the Air Force A&P Certification Program in accordance with this instruction, HQ USAF/ILMM directives, and FAA regulations/policies.

#### 9.1.2. Program Eligibility Requirements.

9.1.2.1. Regular Air Force, Air National Guard, and Air Force Reserve Command personnel holding the journeyman 5-skill level or higher in one of the following aircraft maintenance AFSCs are eligible to enroll: 2A0X1, 2A090, 2A3X1, 2A3X2, 2A3X3, 2A390, 2A300, 2A5X1, 2A5X2, 2A5X3, 2A590, 2A6X1, 2A6X3, 2A6X4, 2A6X5, 2A6X6, 2A690, 2A691, 2A600 (except AGE and Survival Equipment), 2A7X1, 2A7X2, 2A7X3, and 2A790 (except Survival Equipment).

9.1.2.2. Technicians who have cross-trained out of aircraft maintenance AFSC's may enroll provided they were awarded the craftsman 7-skill level in the aircraft maintenance AFSC prior to cross-training and have not been out of the AFSC more than 2 years.

#### 9.1.3. Program Completion Requirements.

9.1.3.1. Must possess the craftsman 7-skill level or higher in one of the FAA approved AFSCs listed in paragraph [9.1.2](#).

9.1.3.2. Must possess at least 6-years time-in service (TIS).

9.1.3.3. Must possess at least 30-months practical aircraft maintenance experience in airframe and powerplant systems.

9.1.3.4. Must complete all program training and experience requirements specified in the program QTP.

#### 9.1.4. Program Training Requirements.

9.1.4.1. Specialized Courses (SC). The program includes three SCs. These courses are required for program completion and are important training tools necessary for individual development and knowledge assessment. These courses are very similar to CDC's and are managed/administered by the Air Force Institute for Advanced Distributed Learning (AFIADL). The SC course numbers are: General: 02AF1; Airframe: 02AF2; and Powerplant: 02AF3.

9.1.4.1.1. Technicians who successfully completed a Type-65 program, or similar program acceptable to CCAF, at a civilian institution are not required to complete the SCs.

9.1.4.2. Computer-Based Training (CBT). The program includes seven CBT modules. The CBTs supplement the SCs and is required for program completion. The CBTs are available on the JSAMTCC website (<http://www.maxwell.af.mil/au/ccaf/jsamtcc/catalog.htm>).

9.1.4.3. On-The-Job Training. The program includes various job tasks required by the FAA. OJT is required for task completion.

#### 9.1.5. Program Procedures.

9.1.5.1. Technicians enroll in the Air Force A&P Certification Program through CCAF's secured website (<https://ccaf.maxwell.af.mil/faa/index.asp>).

9.1.5.2. Once enrolled, CCAF will evaluate all program-applicable formal Air Force training and civilian coursework reflected on the technician's CCAF academic record. CCAF will develop a QTP for the technician and credit the applicable areas based on the evaluation. The QTP includes program instructions, CG-G-EAE-2 Form, *FAA Certification Performance of Job Tasks* and CG-G-EAE-3 Form, *Joint Military Services Airframe and Powerplant Program*.

9.1.5.3. CCAF will e-mail the QTP to the technician to begin training program (OJT, SCs and CBTs).

9.1.5.4. The technician enrolls and completes the three SCs. The courses must be completed sequentially, beginning with the General Course. Each SC must be completed within 13 months, with a minimum passing score of 70% before enrolling in the next SC (Airframe or Powerplant). Course enrollment and end-of-course exams are accomplished through the Base Education Office.

9.1.5.5. The technician completes the seven CBT modules, downloadable from the JSAMTCC website (<http://www.maxwell.af.mil/au/ccaf/jsamtcc/catalog.htm>). Upon completion of each module, a certificate of completion will be printed. Retain all certificates for record.

9.1.5.6. The technician completes all required OJT items specified in the QTP. All open OJT items are mandatory and must be completed. The QTP instructions identify required OJT items and provide training instructions and procedures for task sign-off.

9.1.5.7. After the technician completes all QTP requirements, the unit maintenance officer (MO) will review the QTP to verify the technician completed all program training and experience requirements and signs the verification portion of the CG-G-EAE-2 Form and CG-G-EAE-3 Form. The MO is verifying the technician has completed all program training and experience requirements within the QTP by conducting a final, unit level, review of completed documents.

The MO is not certifying task qualification/proficiency. The Trainer/Certifier is responsible for performing the training and ensuring the technician meets the appropriate task qualification/proficiency levels.

9.1.5.8. The technician mails a copy of completed QTP (CG-G-EAE-2 Form, CG-G-EAE-3 Form, CBT module completion certificates and SC completion certificates to: CCAF/DFAL, 130 West Maxwell Blvd, Maxwell AFB, AL 36112-6613.

9.1.5.9. CCAF will verify the technician's eligibility and completion of program requirements. If all requirements are met, CCAF will issue the technician a CG-G-EAE-4 Form, *Certificate of Eligibility* and FAA Form 8610-2, *Airman Certificate and/or Rating Application*.

9.1.5.10. Upon receipt of the documents from CCAF, the technician can schedule an appointment with their local FAA Flight Standards District Office (FSDO) Airworthiness Safety Inspector (ASI). The technician must present the CG-G-EAE-4 Form, completed CG-G-EAE-2 Form, military identification and FAA Form 8610-2 to the ASI. The ASI will review the documents and sign the FAA Form 8610-2, granting the technician authorization to take the FAA exams (Computer-based knowledge exams and oral and practical exams).

9.1.5.11. When the technician is ready to take the FAA knowledge exams, they contact the base education office to determine if it is an authorized FAA testing center. If so, a test date may be scheduled. The three FAA computer-based knowledge exams (General, Airframe and Powerplant) are administered separately via Defense Activity for Non-Traditional Education Support (DANTES) at no cost to the technician.

9.1.5.11.1. If the base education office is not an authorized FAA testing center, access the Airmen Knowledge Testing Center List ([http://www.faa.gov/education\\_research/testing/airmen/media/test\\_centers.pdf](http://www.faa.gov/education_research/testing/airmen/media/test_centers.pdf)) to locate the nearest authorized FAA testing center. The technician is responsible for the exam fees at these locations.

9.1.5.11.2. When reporting for testing, the technician must present the signed FAA Form 8610-2 to the testing administrator. A 70% is needed to pass each exam. The testing administrator will document and provide the technician a copy of the scores for each exam.

9.1.5.12. After completing the three computer-based knowledge exams, the technician should contact a Designated Mechanic Examiner (DME) to schedule the Oral and Practical exams. Access the FAA DME Listing (<http://av-info.faa.gov/DesigneeSearch.asp>) for contact information for examiners in local area. The technician must present their signed FAA Form 8610-2 and FAA knowledge exam reports to the DME. The technician is responsible for all fees applicable to the oral and practical exams.

9.1.5.13. Upon successful completion of the oral and practical exams, the DME will issue a temporary certificate. Within 120 days, a permanent certificate will be issued to the technician from the FAA Airman Certification Branch in Oklahoma City, OK.

9.1.5.14. All exams must be completed within 24 months from the date the first FAA knowledge exam is administered. If the technician fails to complete the certification process within this timeframe, they must re-take the expired FAA knowledge exam(s).

9.1.5.15. Upon receipt of permanent certificate from the FAA, the technician should visit the Base Education Office to submit the appropriate documentation to CCAF to load certification to the technician's official CCAF academic record.

9.1.5.16. For more information, visit the Air Force A&P Certification Program website at <http://www.maxwell.af.mil/au/ccaf/faa.htm> or contact CCAF/DFAL at [ccaf.faa@maxwell.af.mil](mailto:ccaf.faa@maxwell.af.mil) or DSN 493-5938.

## **9.2. Foreign Object Damage (FOD) Prevention Training.**

9.2.1. Develop local FOD prevention training program. At a minimum, the following items will be covered:

9.2.1.1. Wing procedures unique to the assigned aircraft. Units, which have several types of aircraft assigned will have all aircraft incorporated into one wing training program.

9.2.1.2. Availability and location of FOD bags, receptacles, and other housekeeping equipment.

9.2.1.3. Lessons learned to include examples of recent mishaps and how they could have been avoided.

9.2.1.4. Signs and symptoms of FOD mishaps with brief engine abnormalities and no accompanying external or cockpit indications.

9.2.2. All personnel (military, civilian, and contractors) working in, on, around, or traveling through areas near aircraft, munitions, AGE, engines, or components will attend initial FOD prevention training.

## **9.3. Other Related Special Programs.**

9.3.1. Guidance on the following programs are maintained in AFI 21-101.

9.3.1.1. Aircraft Inlet/Exhaust Certification.

9.3.1.2. Engine Blade Blending Training and Certification Program.

9.3.1.3. Engine Run Training and Certification Program.

9.3.1.4. Flexible Borescope Inspection Training and Certification Program.

9.3.1.5. Quality Assurance Program.

9.3.1.6. Special Certification Roster (SCR).

## **Chapter 10**

### **ADOPTED FORMS**

#### **10.1. AF Form 898, Field Training Requirements Scheduling Document.**

DONALD J. WETEKAM, Lieutenant General, USAF  
DCS/Installations and Logistics



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

As a minimum, the following publications and forms will be available to meet management requirements. These publications and forms should be maintained in the MTF or be readily available through electronic means.

**PRESCRIBING DIRECTIVES**

AFCAT 36-2232, *USAF Formal Schools*

AFCSM 21-570, *Training Management*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 33-326, *Preparing Official Communications*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Airman Classification*

AFMAN 36-2234, *Instructional Systems Development*

AFMAN 37-123, *Management of Records*

AFH 36-2235, *Information for Designers of Instructional Systems, Volumes 1-12*

AFH 36-2236, *Guidebook for Air Force Instructors*

AFH 37-137, *The Tongue and Quill*

AFI 11-218, *Aircraft Operation and Movement on the Ground*

AFI 16-105, *Joint Security Assistance Training (JSAT) Regulation*

AFI 16-201, *Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations*

AFI 21-101, *Aerospace Equipment Maintenance Management*

AFI 21-110, *Engineering and Technical Services Management and Control*

AFI 21-114, *Maintenance Management Policy*

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFI 25-201, *Support Agreements Procedures*

AFI 33-360, *Air Force Content Management Program-Publications*

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*

AFI 36-2201, *Air Force Training*

AFI 36-2233, *Air Force On-the-Job Training Products for Communications-Electronics Enlisted Specialty Training*

AFI 36-2238, *Self Aid and Buddy Care Training*

AFI 36-2304, *Community College of the Air Force*

AFI 36-2616, *Trained Personnel Requirements*

AFI 36-2626, *Airman Retraining Program Libraries and Sets*

AFI 37-138 *Records Disposition Procedures and Responsibilities*

AFI 38-101, *Air Force Organization*

AFI 38-203, *Commercial Activities Program*

AFI 44-154, *Suicide and Violence Prevention Education and Training*

AFI 65-601 VI, *Budget Guidance and Procedures*

AFI 90-201, *The Inspection System*

AFPAM 36-2211, *Guide For Management of Air Force Training Systems*

AFPD 36-22, *Air Force Military Training*

### **Technical Orders**

TO 00-20-1, *Preventive Maintenance Program, General Requirements and Procedures*

TO 00-20-2, *The Maintenance Data Collection System*

### **Abbreviations and Acronyms**

**367 TRSS**—367 Training Support Squadron

**ACC**—Air Combat Command

**ADL**—Advanced Distributed Learning

**AETC**—Air Education and Training Command

**AFB**—Air Force Base

**AFCFM**—Air Force Career Field Manager

**AFETS**—Air Force Engineering and Technical Services

**AFH**—Air Force Handbook

**AFI**—Air Force Instruction

**AFS**—Air Force Specialty

**AFSOC**—Air Force Special Operations Command

**AFIADL**—Air Force Institute of Advanced Distributed Learning

**AFJQS**—Air Force Job Qualification Standard

**AFLMA**—Air Force Logistics Management Agency

**AFMAN**—Air Force Manual

**AFPAM**—Air Force Pamphlet

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command  
**AFSC**—Air Force Specialty Code  
**AGE**—Aerospace Ground Equipment  
**AEF**—Aerospace Expeditionary Forces  
**AIS**—Aviation Safety Inspector  
**ANG**—Air National Guard  
**AMXS**—Aircraft Maintenance Squadron  
**A&P**—Airframe and Powerplant  
**ARC**—Air Reserve Component  
**ASAP**—As Soon As Possible  
**AWACT**—Awaiting Action  
**AWTD**—Awaiting TD  
**CAC**—Curriculum Advisory Committee  
**CAF**—Combat Air Forces  
**CAMS**—Core Automated Maintenance System  
**CBT**—Computer Based Training  
**CC**—Course Chart  
**CCB**—MIS Configuration Control Board  
**CC/TS**—Course Chart/Training Standard  
**CCAF**—Community College of the Air Force  
**CCD**—Course Control Document  
**CDC**—Career Development Course  
**C-E**—Communications-Electronics  
**CETS**—Contract Engineering Technical Service  
**CFA**—Career Field Administrator  
**CFETP**—Career Field Education and Training Plan  
**CMS**—Component Maintenance Squadron  
**CAFSC**—Controlled Air Force Specialty Code  
**CT**—Continuation Training  
**CTS**—Course Training Standard  
**CTK**—Composite Tool Kit  
**CRT**—Consolidated Training Report

**CSRL**—Compliance and Standardization Requirements List

**CSR**—Course Status Report

**CUT**—Cross Utilization Training

**DANTES**—Defense Activity for Non-Traditional Education Support

**DFSG**—Development & Fielding System Group

**DL**—Distance Learning

**DME**—Designated Mechanic Examiner

**D&I**—Development and Instruction

**DRU**—Direct Reporting Unit

**EMS**—Equipment Maintenance Squadron

**ESO**—Education Services Officer

**FAA**—Federal Aviation Administration

**FAB**—Field Assistance Branch

**FAR**—Federal Aviation Regulation

**FCB**—MIS Functional Capabilities Board

**FIG**—Functional Inspection Guides

**FOA**—Forward Operational Area

**GAS**—Graduate Assessment Surveys

**GOV**—Government Vehicle

**GITA**—Ground Instructional Training Aircraft

**HAZCOM**—Hazardous Communication

**IAW**—In Accordance With

**ICW**—Interactive Courseware

**ICBM**—Intercontinental Ballistic Missile

**ILM**—Installation and Logistics Maintenance

**IMDS**—Integrated Maintenance Data System

**IMI**—Interactive Multimedia Instruction

**ISR**—Instructional System Reviews

**ISD**—Instructional Systems Development

**JEIM**—Jet Engine Intermediate Maintenance

**JSAMTCC**—Joint Service Aviation Maintenance Technician Certification Council

**JQS**—Job Qualification Standard

**LG**—Logistics Group

**LRU**—Line Replaceable Unit

**MCL**—Maintenance Capability Letter

**MAJCOM**—Major Command

**MCC**—Master Course Codes

**MMCL**—Major Command Mandatory Course Listing

**MFM**—Major Command Functional Managers

**MOC**—Maintenance Operation Center

**MRT**—Mission Readiness Training

**MATAG**—Maintenance Training Advisory Group

**MCTP**—Maintenance Continuation Training Program

**MDS**—Mission, Design and Series

**MI**—M Military Personnel Flight Maintenance Instructor

**MPF**—Military Personnel Flight

**MIS**—Maintenance Information System

**MOA**—Memorandum of Agreement

**MOF**—Maintenance Operation Flight

**MOS**—Maintenance Operations Squadron

**MEO**—Most Efficient Organization

**MOO**—Maintenance Operations Officer

**MAF**—Mobility Air Force UTC

**MQP**—Maintenance Qualification Program

**MQT**—Maintenance Qualification Training

**MRA**—Mission Ready Airman

**MTF**—Maintenance Training Flight

**MTL**—Master Task List

**MTT**—Mobile Training Team

**MSEP**—Maintenance Standardization and Evaluation Program

**MSET**—Maintenance Standardization Evaluation Team

**MXG**—Maintenance Group

**MXG/CC**—Maintenance Group Commander

**MXS**—Maintenance Squadron

**NCOIC**—Non Commissioned Officer

**NLT**—Not Later Than

**OCR**—Office of Collateral Responsibility

**OI**—Operating instruction

**OJT**—On-The-Job Training

**O&M**—Organization and Maintenance

**OPR**—Office of Primary Responsibility

**OSSG**—Operational Sustainment System Group

**PDS**—Personnel System

**PEC**—Program Element Code

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**POC**—Point of Contact

**POI**—Plan of Instruction

**POV**—Private Owned Vehicle

**QA**—Quality Assurance

**QAP**—Quality Assurance Program

**QTP**—Qualification Training Packages

**RNLTD**—Personnel Flight

**SAV**—Staff Assistance Visit

**SATAF**—Site Activation Task Force

**SCR**—Special Certification Roster

**SEI**—Special Experience Identifier

**SME**—Subject Matter Expert

**SOT**—Status of Training

**SSAN**—Social Security Account Number

**STP**—Systems Training Plans

**STS**—Specialty Training Standard

**SQT**—Special Qualification Training

**SUPT**—Superintendent

**TD**—Training Detachment

**TDY**—Temporary Duty

**TO**—Technical Order

**TBA**—Training Business Area

**TIS**—Time-in-service

**TMA**—Training Forecast

**TMAA**—Training forecast items, which are awaiting action (AWACT), overdue, awaiting TD (AWTD), or failed (FAILED).

**TMAAA**—Identifies all training items loaded against each person assigned to a particular workcenter.

**TOS**—Time On Station

**TPM**—Training Pipeline Manager

**TPR**—Trained Personnel Requirement

**UAV**—Unmanned Aerial Vehicle

**UMD**—Unit Manning Document

**UTA**—Unit Training Assessment

**UTM**—Unit Training Manager

**UGT**—Upgrade Training

**UTC**—Unit Type Code

**Utes**—Utilization

**U&TW**—Utilization and Training Workshop

**VI**—Visual Information

**WCT**—Work Center Training Requirement

### ***Terms***

**Airframe and Powerplant (A&P) Certification**—Aircraft mechanic certificate with airframe and powerplant ratings issued by the Federal Aviation Administration. Qualified certificate holders are authorized to perform and or supervise aircraft maintenance, inspections and alterations on general aviation aircraft and authorized to approve and return aircraft and components to service.

**Ancillary Training**—Training programs that contribute to mission accomplishment, but are separate from requirements in an individual primary Air Force Specialty (AFS) or occupational series.

**Awaiting Action (AWACT)**—A code used in MIS to alert personnel that training is due completion. There are two types of AWACT: AWACT with a due date and AWACT without a due date.

**AWACT without a training due date**—This type of AWACT means that the initial training has not been performed.

**AWACT with a due date**—This type of AWACT indicates that training of a recurring nature is due completion. This AWACT will change to an OVERDUE if not completed by the last day of the month.

**Backlog**—The total number of persons awaiting training in a particular course.

**Block Training**—The purpose of block training is to group as many training requirements as possible into a single training session. Initially, the training session should provide information that everyone requires and then taper to the point where only certain categories of personnel remain. Courses taught in block training include fire extinguisher, forms documentation, Hazardous Communication (HAZCOM), corrosion control, FOD, security awareness, egress, and resource protection etc.

**Career Field Education and Training Plan (CFETP)**—A comprehensive core training document that identifies life-cycle education and training requirements, training support resources and minimum core task requirements for a specialty. The CFETP gives personnel a career progression path and instills a sense of industry in career field training.

**Certification**—The process that authorizes individuals to perform special tasks after they have demonstrated proficiency.

**Certifier**—A person designated, authorized and empowered by the commander to make a declaration of competency and proficiency on tasks being performed. This declaration of competency is usually annotated in training documents, through the certifier's signature or initials.

**Class Packages**—Class packages are used to look at the training system from within to determine personnel and system effectiveness and quality and provide feedback to the appropriate personnel on course instruction.

**Continuation Training**—Advanced and qualification training that develops in-depth expertise within a specialty, broadens knowledge to new specialties, introduces new technologies and systems, develops analytical skills, or increases understanding of the relationship between maintenance specialties.

**Consolidated Training Report (CRT)**—The CRT is a MIS background product, which identifies personnel scheduled for training.

**Course Critiques**—Assessments (see attachment) administered to students immediately after instruction to assess the training system from within to determine effectiveness and quality.

**Course Control Documents (CCD)**—Specialized publications used to control the quality of training instruction. Course Training Standard (CTS), Plan of Instruction (POI), and Course Chart (CC) are parts of the course control documents.

**Course Status Report (CSR)**—The CSR is a MIS background product, which identifies the course status for a specific course identifier.

**Course Questionnaires**—Documents used to gather and analyze data from outside the training environment in order to determine how well recent graduates are meeting job performance requirements.

**Course Validation**—A process by which curriculum materials, instructional procedures, training media, and training materials are reviewed for instructional accuracy, adequacy, and suitability for presentation, and training effectiveness. It also assesses the effectiveness of a course as it is being developed and is a quality improvement tool that helps identify problems during development so revisions can be made. Validation should be done as segments, units, or blocks are being developed.

**Criterion Referenced Test (CRT)**—This is a test to determine if the behavior, as specified in objectives has been acquired. CRT may include multiple-choice items, fill-in items, match items, or actual performance of task.



**Cross Utilization Training (CUT)**—CUT program provides units flexibility to train individuals to perform tasks not in their Primary AFSC to offset low skill level manning and enhance combat capability.

**Curriculum Advisory Committee (CAC)**—The purpose of the CAC is to identify training requirements through coordination with Subject Matter Experts (SMEs), and investigate, analyze, and recommend the most cost effective and efficient method to satisfy training requests. It's also designed to improve the overall maintenance training programs. The CAC will meet when a requirement to develop a new course is identified or when deciding which training agency is in the best position to conduct requested training. The CAC can also be used to conduct MTF course annual reviews or to coordinate and review TD Instructional System Reviews (ISRs).

**Deviation**—Any changes to a published class roster (no-show, non-utilization or cancellation).

**Distance Learning**— (DL) Exportable training that can be centrally produced and delivered from a distance. Includes paper, computer based, interactive, and satellite-delivered material, etc. The DL program administered in aircraft maintenance provides instruction using computer-based training (CBT), interactive courseware (ICW), video teletraining (VTT), videodisk, and other distance learning training media. The courseware is specifically tailored and may consist of many types of course content. Program development is conducted by AETC. 2AF/DOIT provides DL (CBT), and VTT programs for maintenance.

**En-Route (PCS associated) Training**—The training of students under going a permanent change of station (PCS) while in temporary duty (TDY) status.

**Formal Training**—Formal Training is defined as any training conducted by HQ AETC, Air Combat Command (ACC) Logistics Readiness Training Center, or Maintenance Qualification Training programs. Formal courses are listed in Air Force Catalog (AFCAT) 36-2223.

**Freeflow Personnel**—Maintenance personnel coming from a weapon system different from the one they will be working on or have not worked the system/MDS for 3 years.

**Graduate Assessment Surveys (GAS)**—Supervisors will report training deficiencies of graduates from AETC Training Centers or TDs. For example, 3-level, 7-level, and MRA awarding course deficiencies will be reported. Positive feedback should be reported when appropriate.

**Group-Lockstep**—Lockstep is a form of group pacing in which the instructions are in times specified in the course chart.

**Group-Pacing**—An instructional procedure in which students progress together toward the same objective.

**Interactive Multimedia Instruction**—(IMI)- is a group of computer-based training and training support products. IMI includes source materials that are commonly used in IMI products, electronic products used in the delivery of or supporting the delivery of instruction, and software management tools used to support instructional programs.

**Individual Tryouts**—Individual (one-on-one) tryouts determine the effectiveness of small segments or units of material as they are developed.

**Initial Skills Training**—Apprentice-level training leading to the award of a 3-level AFSC and basic job qualification.

**Instruction System Design (ISD)**—A flexible process is used to plan, develop, and manage instructional programs. See AFMAN 36-2234 and Air Force Handbook (AFH) 36-2235, Volumes 1 through 12.

**Instructor Self-Qualification**—A program where a maintenance instructor may self-qualify in a course of instruction.

**MAJCOM Directed Courses**—Mandatory courses required by personnel to perform in a particular duty position.

**Master Task Listing**—A listing, which identifies all the tasks, required to be accomplished within a duty section.

**Mission Design Series (MDS)**—Aircraft/weapons system designator, e.g., F-15, F-16, B-1, etc.

**Mission Ready Airmen (MRA)**—MRA is an AETC initiative to certify 3-level apprentice/technical training graduates on selected tasks most frequently performed during their first 12 months on station. MAJCOM functional managers during the U&TW identify MRA tasks. If MRA graduates cannot perform required certified tasks, supervisors must provide feedback immediately to HQ AETC via the Graduate Assessment Surveys.

**Multiphase Student**—A student who must complete an AETC resident training and a follow-on formal AFSC awarding course.

**No-Show**—Any individual scheduled for training and does not attend the training regardless of the reason.

**Non-Utilization of Seats**—Allocated seats that are not returned to the training agency before the scheduled cut off date/time.

**Operational Group Tryouts**—The final stages of validation may be called operational or field tryouts. This tryout determines if the instruction actually accomplishes the objectives. It also provides feedback from a large sampling of the target population for final revision.

**Out of Command Training**—Any training requested outside of the MAJCOM, except AETC mission readiness training.

**Overdue Training**—Any training not completed by the last day of the training month unless designated by other directives.

**Performance Test**—A practical evaluation of an individual's ability to perform a specific task(s).

**Proficient**—The condition or state that one performs a task correctly and completely without supervision.

**Qualification Training**—Training which qualifies a person in a specific duty position. This training occurs both during and after the upgrade training process.

**Recurring Training**—Refresher training completed periodically to ensure personnel are qualified.

**Scheduled/Allocated seats**—Seats or quotas given to a squadron/unit/person according to their request.

**Self-Pacing**—An instructional procedure in which the student progresses through the course at their own rate.

**Small- Group Tryouts**—Small-group tryouts determine if the instruction is appropriate for the average target students.

**Special Certification Roster (SCR)**—A management tool used to identify and control authorized production inspectors who perform, evaluate, verify and inspect critical work or task, and technicians authorized to perform specific task.

**Subject Matter Expert (SME)**—A technically competent individual with broad experience in a specific AFSC.

**Target Population**—The person or group of persons for whom the instruction or training focuses on.

**Trainer**—A trained and qualified person who teaches airmen to perform specific tasks through OJT methods. In addition, equipment that the trainer used to teach airman specified tasks.

**Training Detachment (TD)**—TDs are located at selected MAJCOM bases and give on-site training services by means of permanent or temporarily assigned instructors or mobile training teams. TD conducts field training for aircraft weapon systems assigned to the base on which they are located. TDs use locations such as flightline, maintenance shops, hangars, and classrooms to give instruction. See AFI 36-2201, Chapter 8 for additional TD information.

**Training Forecast (TMA)**—The TMA is a MIS background product, this shows the status of individual training requirements. The TMA is produced in two types -- the TMAA and the TMAAA.

**TMAA**—The TMAA identifies only those training items which are awaiting action (AWACT), overdue, awaiting TD (AWTD), or failed (FAILED).

**TMAAA**—The TMAAA identifies all training items loaded against each person assigned to a particular workcenter.

**Trained Personnel Requirement (TPR)**—A projected number of personnel requiring training for a specific course.

**Validation Process**—Validation is a quality improvement tool that helps identify problems in the instruction during development so revisions can be made. Validation corrects mistakes or problems before you spend too many resources on a flawed product.

**Walk-in**—Any individual attending training that was not scheduled or is not on the class roster.

**Work Center Training Requirement (WCT)**—Training that is required for 51 percent or more of personnel assigned to a work center.

## Attachment 2

## MASTER COURSE CODE SUBMISSION FORMATS

**Master Course Code Add/Change/Delete Submission Format:**

**Recommendation:** Add, or Delete (for proposed requirements), or Modify (state nature of recommended modification such as reduction in duration, change in frequency or target group).

**Course Number:** (Identifies Formal, and Correspondence courses).

**Course Code:** (Identifies Ancillary, and Functional/Specialized courses, required for existing course only, leave blank for a requested addition.)

**Category:** (Formal, Correspondence, Ancillary, Functional/Specialized).

**Title:** (e.g., Suicide and Violence Prevention).

**Objective/Narrative:** (e.g., Provides education and training to prevent acts of harm to self and others.).

**Target Group:** (e.g., All Air Force military and civilian personnel. Non-Appropriated Funds and contract employees are encouraged, but not required).

**Duration:** (e.g., Not to exceed 0.5 hours).

**Frequency:** (e.g., Annually).

**Tasking Authority:** (e.g., AFI 44-154).

**OPR:** (e.g., AFMOA/SGOC).

**Course Manager:** (e.g., Lt Col George Nicholas).

**Duty Phone:** (e.g., DSN 297-4061).

**Justification:** (Justify the requirement, duration and frequency).

Master Course Code Table Lead POC: (e.g. HQ ACC, HQ AFMC etc.)

**Approval Signatures: Provide the following information for all personnel/positions identified below:**

Name

Rank

Duty Title

Base

Unit

Phone Number

Date

Submitter:

Unit Training Manager:

Recommend Approval/Disapproval

MAJCOM Representative:

Recommend Approval/Disapproval

AF Functional Manager (If applicable):

Recommend Approval/Disapproval

AF Career Field Manager (If applicable):

Recommend Approval/Disapproval

AF/ILMM:

Recommend Approval/Disapproval

Master Course Code Table Manager:

Approval/Disapproval Date:

Change Date:

Filed Date:

Name, Rank, Duty Title